

<b>ORDER FOR SUPPLIES AND SERVICES</b>				IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution		PAGE 1 OF 2 PAGES	
1. DATE OF ORDER		2. ORDER NUMBER GSQ0014AJ0121		3. CONTRACT NUMBER GS02F0214X		4. ACT NUMBER 21484207	
FOR GOVERNMENT USE ONLY	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
	FUND 299X	ORG CODE A00VR290	B/A CODE F2	O/C CODE 25	AC	SS	VENDOR NAME GOLDEN KEY GROUP, LLC
	FUNC CODE C01	C/E CODE H08	PROJ/PROS. NO.	CC-A	MDL	FI	G/L DEBT
	W/ITEM	CC-B	PRT./CRFT		AI	LC	DISCOUNT
7. TO: CONTRACTOR (Name, address and zip code) GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR RESTON, VA, 20191 Phone: (703) 615-0290 Fax: (703) 266-0215					8. TYPE OF ORDER REFERENCE YOUR <input type="checkbox"/> A. PURCHASE <input checked="" type="checkbox"/> B. DELIVERY Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated. This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract. C. MODIFICATION NO. AUTHORITY FOR ISSUING 00		
9A. EMPLOYER'S IDENTIFICATION NUMBER (b) (4)					9B. CHECK, IF APPROP. <input type="checkbox"/> WITHHOLD 20%		
10A. CLASSIFICATION For-Profit Organization					10B. TYPE OF BUSINESS ORGANIZATION <input type="checkbox"/> A. CORPORATION <input type="checkbox"/> B. PARTNERSHIP <input type="checkbox"/> C. SOLE		
11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA/FEDSIM Acquisition (QF00E) 1800 F Street, NW, 3100 Washington, DC 20405 Contract Specialist Name: Meredith M. Kozera Contract Specialist Phone: 703-603-8224			12. REMITTANCE ADDRESS (MANDATORY) GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR Suite 250 RESTON, VA 20191-1541 United States		13. SHIP TO (Consignee address, zip code and telephone no.) GSA, FAS, IAE		
14. PLACE OF INSPECTION AND ACCEPTANCE				15. REQUISITION OFFICE (Name, symbol and telephone no.) Enterprise Group 2 Victor S White victor.white@gsa.gov Phone: 703-605-0533			
16. F.O.B. POINT Destination		17. GOVERNMENT B/L NO.		18. DELIVERY F.O.B. POINT ON OR BEFORE		19. PAYMENT/DISCOUNT TERMS Net Days: 30, Discount Days: 0, Discount Percentage: 0.0	
20. SCHEDULE							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)			QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Program Management (Task 1) - FFP			1.0	LOT	(b) (4)	\$288,966.00
0002	Base Period - Labor (Tasks 2 - 6) - LH			1.0	LOT	(b) (4)	\$7,136,376.00
0003	Base Period - Long Distance Travel Including Indirect Handling Rate 0% - CR			1.0	LOT	(b) (4)	\$36,000.00
0004	Base Period - ODCs Including Indirect Handling Rate 0% - CR			1.0	LOT	(b) (4)	\$3,000.00
21. RECEIVING OFFICE (Name, symbol and telephone no.) See Block 13						TOTAL FROM 300-A(s)	
22. SHIPPING POINT See Block 7				23. GROSS SHIP WT.		GRAND TOTAL \$7,464,342.00	
24. MAIL INVOICE TO: General Services Administration (FUND)				25A. FOR INQUIRIES REGARDING PAYMENT CONTACT:  26A. NAME OF CONTRACTING/ORDERING OFFICER (Type) John T. Terrell 26C. SIGNATURE		25B. TELEPHONE NO.  26B. TELEPHONE NO. 703-605-2748	

<b>ORDER FOR SUPPLIES AND SERVICES</b>		IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution		PAGE 2 OF 2 PAGES
1. DATE OF ORDER	2. ORDER NUMBER GSQ0014AJ0121	3. CONTRACT NUMBER GS02F0214X	4. ACT NUMBER 21484207	
<b>Period Of Performance</b>				
Start: 09/08/2014				
End: 09/07/2015				

<b>ORDER FOR SUPPLIES AND SERVICES</b>				<b>IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution</b>		PAGE 1 OF 1 PAGE(S)			
1. DATE OF ORDER 12/15/2015		2. ORDER NUMBER GSQ0516BM0007		3. CONTRACT NUMBER GS02F0214X		4. ACT NUMBER A2474139J			
<b>FOR GOVERNMENT USE ONLY</b>	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION				
	FUND 285F	ORG CODE Q05FA0 00	B/A CODE AA20	O/C CODE 25	AC	SS	VENDOR NAME		
	FUNC CODE AF151	C/E CODE H08	PROJ./PRO S. NO.	CC-A	MDL	FI	G/L DEBT		
	W/ITEM	CC-B	PRT./CRFT		AI	LC	DISCOUNT		
7. TO: CONTRACTOR (Name, address and zip code) Gretchen L McCracken GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR RESTON, VA 20191 United States 703-815-0290				8. TYPE OF ORDER B. DELIVERY		REFERENCE YOUR			
				Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.					
				This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.					
				C. MODIFICATION NO. 000 TYPE OF MODIFICATION:		AUTHORITY FOR ISSUING			
9A. EMPLOYER'S IDENTIFICATION NUMBER (b) (4)		9B. CHECK, IF APPROP WITHHOLD 20%		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.					
10A. CLASSIFICATION Woman Owned Business				10B. TYPE OF BUSINESS ORGANIZATION C. Corporation					
11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 05 Cassandra Hannah-Boyd 230 S. Dearborn Street Chicago, IL 60604		12. REMITTANCE ADDRESS (MANDATORY) GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR Suite 250 RESTON, VA 20191-1541 United States		13. SHIP TO (Consignee address, zip code and telephone no.) Dedrick Moone 1800 F Street, NW Room 4338 Washington, DC 20405-0000 United States 202-253-0887					

United States (312) 886-7499			
<b>14. PLACE OF INSPECTION AND ACCEPTANCE</b> Dedrick Moone 1800 F Street, NW Room 4338 Washington, DC 20405-0000 United States		<b>15. REQUISITION OFFICE (Name, symbol and telephone no.)</b> Micky A Mayes GSA Region 05 230 S. Dearborn Street, Rm.3380 Chicago, IL 60604 United States (312) 886-8820	
<b>16. F.O.B. POINT</b> Destination	<b>17. GOVERNMENT</b> B/L NO.	<b>18. DELIVERY</b> F.O.B. POINT ON OR BEFORE 09/07/2016	<b>19. PAYMENT/DISCOUNT TERMS</b> NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS

## 20. SCHEDULE

**Solicitation Reference:** ITSS # ID05160006  
**FSS Contract Name and Number:** (if applicable) MOBIS Contract: GS-02F-0214X  
**Task Order Number:** GSQ0516BM0007  
**Previous Contract Number(s):** (Current TOS order#32823): GSQ0014AJ0121  
**Project Title:** FASST Foundational Support  
**Contractor:** Golden Key Group, LLC  
**Contract Type:** FFP / LH Hybrid  
**NAICS Code:** 541611 Administrative Management and General Management Consulting Services  
**Product Service Code:** R499 Support-Professional-Other  
**Inherently Governmental Functions Code:** IGF::OT::IGF for Other Functions

### 1. CONTRACT AWARD

This award is for GSA, Federal Acquisition Service System Transformation Foundational Support (FASST) [previously Common Acquisition Platform (CAP) Foundational Support]. This award is a continuation of Task Order GSQ0014AJ0121 (Current TOS order #32823) under MOBIS Contract: GS-10F-0216N, which is being transitioned for administration from GSA FEDSIM to GSA Region 5, Federal Acquisition Service (FAS), Acquisition Operations Division (AOD). The change in task order number is necessitated by a change in contract administration system used by GSA and is made solely for the benefit of the government. This is an award of the BASE PERIOD, ONLY, (corresponding to the original Option Period 1) as designated below in the Schedule of Items and Prices.

### 2. INCORPORATED DOCUMENTS

The provisions, attachments, and documents incorporated by reference, including the contractor's proposal, as revised, and applicable solicitation provisions in Contracts GSQ0014AJ0121 are hereby incorporated into this award by reference.

### 3. CONTRACT TYPE

This is a FFP and Labor Hours Hybrid contract.

### 4. SCHEDULE OF ITEMS AND PRICES

**PREVIOUS PERIOD** (executed and completed under Task Order GSQ0014AJ0121)

The following line items 0001 through 0002 of the Schedule of Items and Prices, covered the period of performance from 8 September, 2014 through 7 September, 2015 under the original task order, and are provided for informational purposes only and are not part of this award.

**0001** Project Management Task 1: FFP, 12 months, unit price = (b) (4) per month, Total FFP = \$288,966.00

**0002** Labor Tasks 2-6: not to exceed ceiling (b) (4) labor hours, \$7,136,376.00

The contractor shall use the following labor categories to perform CLIN 0002 work. The contractor may use the following labor categories, as needed, to perform the work, provided that the Contractor shall not exceed the total labor hour ceiling or incur costs in excess of the total reimbursable labor dollar amount of this line item.

Labor Category -----	Hourly Rate
Administrative Assistant I / Support Specialist I	(b) (4)
Analyst II	(b) (4)
Analyst III	(b) (4)
Consultant II	(b) (4)
Direct Support (DS)	(b) (4)
Multi-Media Specialist II	(b) (4)
Principal Consultant I	(b) (4)
Program Manager (Contract Level)	(b) (4)
Project Manager II	(b) (4)
Senior Analyst I	(b) (4)
Senior Analyst II	(b) (4)
Senior Analyst III	(b) (4)
Senior Consultant I	(b) (4)
Senior Consultant II	(b) (4)
Senior Facilitator I	(b) (4)
Subject Matter Expert I	(b) (4)
Subject Matter Expert II	(b) (4)
Subject Matter Expert III	(b) (4)
Technical Writer / Editor III	(b) (4)

**TOTAL PREVIOUS PERIOD CLINS:** ----- \$ 7,464,342.00 (corresponding to the original task order Base Period.)

**BASE PERIOD** (corresponding to Task Order GSQ0014AJ0121, Option 1)  
8 September, 2015 through 7 September, 2016)

CLINs 1001a and 1002a were performed, invoiced, and paid under the original task order GSQ0014AJ0121, and are not included in the award total of this continuation task order.

**1001a** Project Management Task 1: FFP, 12 months, unit price = (b) (4) per month x 2.5 months, Total FFP = \$57,594.58 (8 Sep 2015 through 30 Nov 2015)

**1002a** Labor Tasks 2-6: not to exceed ceiling (b) (4) labor hours, \$1,016,157.25 (8 Sep 2015 through 30 Nov 2015)

Sub-total \$1,073,751.83

CLINs 1001b and 1002b represent the balance of the original Option 1 task order value and are

awarded as the Base Period of this continuation task order.

1001b Project Management Task 1: FFP, 12 months, unit price = (b) (4) per month x 9.5 months, Total FFP = \$218,859.42

1002b Labor Tasks 2-6: not to exceed ceiling (b) (4) labor hours, \$6,719,196.75

Sub-total \$6,938,056.17

The contractor shall use the following labor categories to perform CLIN 1002b work. The contractor may use these labor categories, as needed, to perform the work, provided that the Contractor shall not exceed the total labor hour ceiling or incur costs in excess of the total reimbursable labor dollar amount of this line item.

Labor Category -----	Hourly Rate
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Senior Director -----	(b) (4)
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C-Level Advisor (Financial/Legal/Policy/Strategic) -----	(b) (4)
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Administrative Assistant I / Support Specialist I -----	(b) (4)
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Analyst II -----	(b) (4)
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Analyst III -----	(b) (4)
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Consultant II -----	(b) (4)
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Direct Support (DS) -----	(b) (4)
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Multi-Media Specialist II -----	(b) (4)
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Principal Consultant I -----	(b) (4)
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Principal Consultant III -----	(b) (4)
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Program Manager (Contract Level) -----	(b) (4)
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Project Manager II -----	(b) (4)
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Senior Analyst I -----	(b) (4)
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Senior Analyst II -----	(b) (4)
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Senior Analyst III -----	(b) (4)
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Senior Consultant I -----	(b) (4)
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Senior Consultant II -----	(b) (4)
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Senior Facilitator I -----	(b) (4)
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Subject Matter Expert I -----	(b) (4)
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Subject Matter Expert II -----	(b) (4)
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Subject Matter Expert III -----	(b) (4)
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Technical Writer / Editor III -----	(b) (4)
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1003 Travel (reimbursable), Ceiling (not to exceed amount) \$ 36,000.00

Note: The travel indirect handling rate = 0%.

1004 Other Direct Costs, N/A

TOTAL BASE PERIOD CLINS: ----- \$6,974,056.17

NOTE: The total Base Period amount \$6,974,056.17 (\$6,938,056.17 labor + \$36,000.00 travel) plus the previously expended amount \$1,073,751.83 equals the original task order Option 1 amount of \$8,047,808.00)

OPTION PERIOD 1 (corresponding to Task Order GSQ0014AJ0121, Option 2)  
8 September, 2016 through 7 September, 2017)

2001 Project Management Task 1: FFP, 12 months, unit price = (b) (4) per month, Total FFP =

\$276,454.00

**2002** Labor Tasks 2-6: not to exceed ceiling (b) (4) labor hours, \$7,932,378.00

The contractor shall use the following labor categories to perform CLIN 2002 work. The contractor may use the following labor categories, as needed, to perform the work, provided that the Contractor shall not exceed the total labor hour ceiling or incur costs in excess of the total reimbursable labor dollar amount of this line item.

Labor Category -----	Hourly Rate -----
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Senior Director -----	(b) (4)
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C-Level Advisor (Financial/Legal/Policy/Strategy) -----	
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Administrative Assistant I / Support Specialist I -----	
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Analyst II -----	
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Analyst III -----	
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Consultant II -----	
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Direct Support (DS) -----	
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Multi-Media Specialist II -----	
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Principal Consultant I -----	
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Principal Consultant III -----	
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Program Manager (Contract Level) -----	
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Project Manager II -----	
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Senior Analyst I -----	
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Senior Analyst II -----	
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Senior Analyst III -----	
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Senior Consultant I -----	
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Senior Consultant II -----	
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Senior Facilitator I -----	
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Subject Matter Expert I -----	
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Subject Matter Expert II -----	
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Subject Matter Expert III -----	
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Technical Writer / Editor III -----	
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**2003** Travel (reimbursable), Ceiling (not to exceed amount) \$ 36,000.00

Note: The travel indirect handling rate = 0%.

**2004** Other Direct Costs, N/A

TOTAL OPTION PERIOD 1 CLINS: ----- \$ 8,244,832.00 (corresponding to the original task order Option Period 2.)

**OPTION PERIOD 2** (corresponding to Task Order GSQ0014AJ0121, Option 3)

8 September, 2017 through 7 September, 2018)

**3001** Project Management Task 1: FFP, 12 months, unit price (b) (4) per month, Total FFP =

\$276,454.00

**3002** Labor Tasks 2-6: not to exceed ceiling (b) (4) labor hours, \$7,595,012.00

The contractor shall use the following labor categories to perform CLIN 2002 work. The contractor may use the following labor categories, as needed, to perform the work, provided that the Contractor shall not exceed the total labor hour ceiling or incur costs in excess of the total reimbursable labor dollar amount of this line item.



Labor Category ----- Hourly Rate

Senior Director -----  
C-Level Advisor (Financial/Legal/Policy/Strategy) -----  
Administrative Assistant I / Support Specialist I -----  
Analyst II -----  
Analyst III -----  
Consultant II -----  
Direct Support (DS) -----  
Multi-Media Specialist II -----  
Principal Consultant I -----  
Principal Consultant III -----  
Program Manager (Contract Level) -----  
Project Manager II -----  
Senior Analyst I -----  
Senior Analyst II -----  
Senior Analyst III -----  
Senior Consultant I -----  
Senior Consultant II -----  
Senior Facilitator I -----  
Subject Matter Expert I -----  
Subject Matter Expert II -----  
Subject Matter Expert III -----  
Technical Writer / Editor III -----

(b) (4)

3003 Travel (reimbursable), Ceiling (not to exceed amount) \$ 36,000.00

Note: The travel indirect handling rate = 0%.

3004 Other Direct Costs, N/A

TOTAL OPTION PERIOD 2 CLINS: ----- \$ 7,907,466.00 (corresponding to the original task order Option Period 3.)

OPTION PERIOD 3 (corresponding to Task Order GSQ0014AJ0121, Option 4)  
8 September, 2018 through 7 September, 2019)

4001 Project Management Task 1: FFP, 12 months, unit price = (b) (4) per month, Total FFP = \$281,606.00

4002 Labor Tasks 2-6: not to exceed ceiling (b) (4) labor hours, \$7,192,334.00

The contractor shall use the following labor categories to perform CLIN 2002 work. The contractor may use the following labor categories, as needed, to perform the work, provided that the Contractor shall not exceed the total labor hour ceiling or incur costs in excess of the total reimbursable labor dollar amount of this line item.

Labor Category ----- Hourly Rate

Senior Director -----  
C-Level Advisor (Financial/Legal/Policy/Strategy) -----  
Administrative Assistant I / Support Specialist I -----  
Analyst II -----  
Analyst III -----  
Consultant II -----

(b) (4)



Direct Support (DS) -----  
Multi-Media Specialist II -----  
Principal Consultant I -----  
Principal Consultant III -----  
Program Manager (Contract Level) -----  
Project Manager II -----  
Senior Analyst I -----  
Senior Analyst II -----  
Senior Analyst III -----  
Senior Consultant I -----  
Senior Consultant II -----  
Senior Facilitator I -----  
Subject Matter Expert I -----  
Subject Matter Expert II -----  
Subject Matter Expert III -----  
Technical Writer / Editor III -----

(b) (4)

**4003** Travel (reimbursable), Ceiling (not to exceed amount) \$ 36,000.00

Note: The travel indirect handling rate = 0%.

**4004** Other Direct Costs, N/A

**TOTAL OPTION PERIOD 3 CLINS:** ----- \$ 7,509,940.00 (corresponding to the original task order Option Period 4.)

**GRAND TOTAL ALL CLINS:** ----- \$ 30,636,294.17

NOTE: This grand total represents the original task order grand total potential ceiling amount of \$39,174,388.00 less the original base period ceiling amount of \$7,464,342.00 and the first two and a half months of the original Option 1 amount of \$1,073,751.83.

## 5. FUNDING

The Base Period of this task order, which corresponds to Option 1 of the original task order, is incrementally funded in the total amount shown below. Funds are allocated as follows:

**1001b** Project Management; Total FFP = \$218,859.42 of \$218,859.42, unfunded \$0.00.  
(The original ceiling of \$276,454.00 less the \$57,594.58 incurred and billed under order GSQ0014AJ0121.)

**1002b** Labor Tasks 2-6: labor hours \$707,388.75 of \$6,719,196.75, unfunded \$6,047,808.00.  
(The original ceiling of \$7,735,354.00, less the \$1,016,157.25 incurred and billed under order GSQ0014AJ0121.)

**1003** Travel (reimbursable) = \$0.00 of \$36,000.00, unfunded \$36,000.00

**1004** ODCs (reimbursable) = N/A

Funding total = \$926,248.17 (remaining original Option 1 funding) plus \$356,453.00 (realigned from the original Base Period) = \$1,282,701.17 of \$6,974,057.17, unfunded \$5,691,355.00

Funding reference: IA000, IX018305

## 6. WORK OBJECTIVE

Work under this contract will be performed as described in the PWS and the Contractor's technical proposal as stated and/or incorporated into the original contract.

Additionally, the contractor shall perform CAP/FASST related enhanced strategic planning support to develop a category management roadmap aligned with CAP/FASST goals. This roadmap is expected to define an executable government-wide implementation plan for category management. Execution of category management will require that the contractor perform critical analysis of data and operations across multiple platforms and agencies, as well as adoption. To meet this need, the contractor shall add three labor categories to this task order, as now shown in the task order labor hour structure: C-Level Advisor, Principal Consultant III, and Senior Director. All additional work shall be performed per the contractor's revised proposal dated 9 December, 2015, with the subject: Adding Labor Categories to Contract GS02F0214X, Task Order GSQ0014AJ0121, which is hereby incorporated into this task order by reference. Note: The addition of the labor categories do not affect the ceiling dollar amount of this task order.

#### **7. PERIOD OF PERFORMANCE**

The Period of Performance of the Base Period of this task order (that correspond to the balance of Options 1 of the original task order) is from 15 December, 2015 through 7 September, 2016.

#### **8. DELIVERY TIMES AND PLACES**

All deliverables shall be provided at the times and places stipulated in the original task order. (See original order Page 5-1 and 5-2).

#### **9. CONTRACT MONITORING**

This contract will be monitored in accordance with the QSAP (Quality Assurance Surveillance Plan) that was provided with the original contract.

#### **10. CONTRACTING OFFICER AUTHORIZATION**

No notice, communication, or representation in any form or from any person other than the Contracting Officer, shall affect the price or amount allotted by the Government to this contract. In the absence of the specified notice issued by the Contracting Officer, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

The Contracting Officer is the only person authorized to make changes to the contract on behalf of the Government. Any changes to the contract must be made in writing by the Contracting Officer as a modification to the contract.

#### **11. CHANGE ORDERS**

Change orders, if issued by the government, shall not be considered an authorization to exceed the estimated ceiling amount of this task order unless they contain a statement specifically increasing the ceiling amount.

#### **12. ADDITIONAL INFORMATION**

For additional information about this contract refer to GSA website <http://it-solutions.gsa.gov> or call the contact referenced in Paragraph 13, below.

### **13. POINTS OF CONTACT**

#### **Government Points of Contact**

Ms. Cassandra Hannah-Boyd  
Contracting Officer  
U.S. General Services Administration  
Federal Acquisition Service, Great Lakes Region  
Acquisition Operations Division  
230 S. Dearborn, Room 3800  
Chicago, IL 60604  
Office Phone: (312) 886-7499  
[cassandra.boyd@gsa.gov](mailto:cassandra.boyd@gsa.gov)

#### **Alternate**

Mr. Eben Greybourne  
Supervisory Contracting Officer  
U.S. General Services Administration  
Federal Acquisition Service, Great Lakes Region  
Acquisition Operations Division  
230 S. Dearborn Street, Room 3808  
Chicago, IL 60604  
Office Phone: (312) 886-3811  
[eben.greybourne@gsa.gov](mailto:eben.greybourne@gsa.gov)

GSA Project Manager  
Dedrick L. Moone  
Project Manager  
U.S. General Services Administration (GSA)  
FAS Systems Transformation (FASST)  
Program Management Office  
1800 F St NW, Washington DC, 20405  
Office Phone: 202-253-0887  
Email: [dedrick.moone@gsa.gov](mailto:dedrick.moone@gsa.gov)

#### **Contractor points of contract**

Primary  
Gretchen McCracken  
Contract Administrator  
Golden Key Group, LLC  
11400 Commerce Park Drive  
Reston, VA 20191  
Phone: (703) 815-0290  
[gmccracken@goldenkeygroup.com](mailto:gmccracken@goldenkeygroup.com)

### **14. INVOICE AND PAYMENT INFORMATION**

The Contractor may invoice for items upon their delivery. Billing and payment shall be accomplished in accordance with contract terms and GSA payment procedures. The invoice shall reflect the complete project or item charges. The Contractor shall submit invoices and supporting documents through ITSS for Government review and certification that delivered items or services have been received and are acceptable. The GSA payments office considers items and/or services approved for payment upon electronic acceptance through the ITSS system by the Government office designated for receipt of the items and/or services. A copy of the GSA payment instructions is located at the following URL: They can be found at the following link.

[https://web.itss.gsa.gov/itss/v41\\_helpdocs.nsf/74dea6448dc6b47a882572fa0063227b/d5353322353e527285257da60016d40d!OpenDocument](https://web.itss.gsa.gov/itss/v41_helpdocs.nsf/74dea6448dc6b47a882572fa0063227b/d5353322353e527285257da60016d40d!OpenDocument)

## **15. CLAUSES INCORPORATED IN FULL TEXT**

### **PAYMENT OBLIGATIONS**

The Government's payment obligations under this task order are limited by the available funds. Accordingly, the following provision applies.

The Incremental Funding / Time and Materials / Labor Hours clause (GSA R5 AOD Acquisition Letter 3-2009-01 [revised 07-23-09]), regarding incremental funding of the Labor Hour or Time & Material portion of this task order, as follows:

#### **Incremental Funding / Time and Materials/Labor Hours**

The project may be incrementally funded. If incrementally funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion of that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

(End of clause)

#### **Option to Extend Services**

As prescribed in FAR 17.208(f), the following clause applies to this task order.

Option to Extend Services (Nov 1999)(FAR 52.217-8)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within one day of task order expiration.

(End of clause)

**Option to Extend the Term of the Contract**

As prescribed in FAR 17.208(g), the following clause applies to this task order.

Option to Extend the Term of the Contract (Mar 2000) (FAR 52.217-9)

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 day prior to the end of the current performance period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

(End of clause)

**16. CLAUSES INCORPORATED BY REFERENCE**

The following clauses are incorporated into this task order by reference.

FAR 52.232-18, Availability of Funds (Apr 1984)

FAR 52.232-19, Availability of Funds for Next Fiscal Year (Apr 1984)

End of Award Text

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
001	Base (corresponding to original Opt 1)	1	lot	\$1,282,701.17	\$1,282,701.17
21. RECEIVING OFFICE (Name, symbol and telephone no.) Office of Integrated Award Environment FAS System Transformation, 202-253-0887				TOTAL From 300-A(s)	
22. SHIPPING POINT Specified in QUOTE		23. GROSS SHIP WT.		GRAND TOTAL	\$1,282,701.17
24. MAIL INVOICE TO: (Include zip code) General Services Administration (FUND)		25A. FOR INQUIRIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support		25B. TELEPHONE NO. 816-926-7287	

The contractor shall follow these Invoice Submission Instructions. The contractor shall submit invoices electronically by logging into the ASSIST portal ( <a href="https://portal.fas.gsa.gov">https://portal.fas.gsa.gov</a> ), navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).	26A. NAME OF CONTRACTING/ORDERING OFFICER(Type) Eben Greybourne	26B. TELEPHONE NO. (312) 886-3811
	26C. SIGNATURE Eben Greybourne 12/15/2015	
GENERAL SERVICES ADMINISTRATION	1. PAYING OFFICE	GSA FORM 300 (REV. 2-93)

### Additional Information

BOMSOW DATE: 12/10/2015	PROPOSAL DATE: 12/15/2015	ORDER ID: ID05160006	CONTRACT TYPE Labor Hours
DELIVERY DATE:	COST TO CLIENT: \$1,282,701.17	FEE AMOUNT \$0.00	COST TO GSA: \$1,282,701.17
PERFORMANCE PERIOD: From 12/15/2015	PERFORMANCE PERIOD: To 09/07/2016	TOTAL COST \$ AMT: \$1,282,701.17	
DUNS # 111187295			

Dates for Mod - 000	
Prior Mod 000 Period of Performance	
From:	12/15/2015 To: 09/07/2016
Vendor Invoiced For Period Of Performance	
From:	To:
New Period of Performance	
From:	12/15/2015 To: 09/07/2016
Date:	Desired Delivery Date

► Edit History

<b>ORDER FOR SUPPLIES AND SERVICES</b>				<b>IMPORTANT:</b> See instructions in GSAR 553.370-300-1 for distribution		PAGE 1 OF 1 PAGE(S)			
1. DATE OF ORDER 09/07/2016		2. ORDER NUMBER GSQ1616IA0001		3. CONTRACT NUMBER GS02F0214X		4. ACT NUMBER			
<b>FOR GOVERNMENT USE ONLY</b>	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION				
	FUND 285X	ORG CODE Q00DE000	B/A CODE CP10	O/C CODE 25	AC	SS	VENDOR NAME		
	FUNC CODE AR372	C/E CODE H08	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT		
	W/ITEM	CC-B	PRT./CRFT	AI	LC	DISCOUNT			
7. TO: CONTRACTOR (Name, address and zip code) Gretchen L McCracken GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR RESTON, VA 20191 United States 703-815-0290				8. TYPE OF ORDER B. DELIVERY		REFERENCE YOUR			
				Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.					
				This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.					
				C. MODIFICATION NO. 000 TYPE OF MODIFICATION:		AUTHORITY FOR ISSUING			
9A. EMPLOYER'S IDENTIFICATION NUMBER (b) (4)			9B. CHECK, IF APPROP WITHHOLD 20%		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.				
10A. CLASSIFICATION Woman Owned Business				10B. TYPE OF BUSINESS ORGANIZATION C. Corporation					
11. ISSUING OFFICE		12. REMITTANCE ADDRESS		13. SHIP TO(Consignee					



(Address, zip code, and telephone no.) GSA Region 05 Cassandra Hannah-Boyd 230 S. Dearborn Street Chicago, IL 60604 United States (312) 886-7499	(MANDATORY) GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR Suite 250 RESTON, VA 20191-1541 United States	address, zip code and telephone no.) Gina Lee 1800 F Street, NW Room 4338 Washington, DC 20405-0000 United States 202-253-0887	
14. PLACE OF INSPECTION AND ACCEPTANCE Gina Lee 1800 F Street, NW Room 4338 Washington, DC 20405-0000 United States		15. REQUISITION OFFICE (Name, symbol and telephone no.) Dedrick L Moone GSA Region 05 1800 F ST NW WASHINGTON, DC 20405-0001 United States (202) 253-0887	
16. F.O.B. POINT Destination	17. GOVERNMENT B/L NO.	18. DELIVERY F.O.B. POINT ON OR BEFORE 09/07/2017	19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS

## 20. SCHEDULE

Solicitation Reference: ITSS # ID16160006  
 Task Order Number: GSQ1616IA0001  
 Pegasys Number: PR201608240000/QP0021442  
 Previous R5 Task Order #: ITSS # ID05160006 and GSQ0516BM0007  
 Original Task Order Contract Number(s): GSQ0014AJ0121 (TOS order #32823)  
 Project Title: FASST Foundational Support  
 Contractor: Golden Key Group, LLC  
 FSS Contract Name and Number: MOBIS, GS-02F-0214X  
 Contract Type: FFP /LH Hybrid  
 NAICS Code: 541611 Administrative Management and General Management Consulting Services  
 Product Service Code: R499 Support Professional Other  
 Inherently Governmental Functions Code: IGF::OT::IGF for Other Functions

The effective date is September 8, 2016

The purpose of this action is to:

1. Award a new task order to exercise Option 2 of the original task order
2. Re-state line item values
3. Incrementally fund this period of performance

### 1. TASK ORDER AWARD OPTION

The Government hereby exercises its option to award Option 2 of the original task order GSQ0014AJ0121.

This option is being awarded as a new task order GSQ1616IA0001 (ITSS #ID16160006). This change in task order number is necessary to align this work with the GSA Federal Acquisition Service System Transformation Office rather than with GSA Region 5 and is done solely for the

benefit of the government.

This action is being executed in accordance with the provisions of FAR 52.217-9, Option to Extend the Term of the Contract. This award is for Golden Key Group, LLC. Only the base period (original Option 2) of this new task order is being awarded at this time.

#### Task Order History

This requirement for GSA, Federal Acquisition Service System Transformation Foundational Support (FASST) was originally awarded as FSS contract GS-02F-0214X task order GSQ0014AJ0121, with a base and four option periods. The base period and the three months of Option 1 were awarded under this original task order number.

Task Order GSQ0014AJ0121 was transitioned for administration from GSA FEDSIM to GSA Region 5, Federal Acquisition Service (FAS), Acquisition Operations Division (AOD) on 15 December, 2015 (during option period 1), and given a new task order number; GSQ0516BM0007 (ITSS # ID05160006). The change in task order number was necessitated by a change in GSA's contract administration system and accounting processes, and was made solely for the benefit of the government. Task order GSQ0516BM0007 (ITSS # ID05160006) covered the last nine months of Option 1.

On 2 September, 2016, GSA exercised Option 2 of the original task order. This was done by awarding a new task order GSQ16161A0001 (ITSS # ID16160006), due to a change in the government's funding method.

As stated above, this action exercises Option 2 of the original task order.

## 2. INCORPORATED DOCUMENTS

The provisions, attachments, and documents incorporated by reference, including the contractor's proposal, as revised, and applicable solicitation provisions in FSS MOBIS Contract GS-02F-0214X and task orders GSQ0014AJ0121, GSQ0516BM0007, and GSQ16161A0001 are hereby incorporated into this award by reference.

## 3. CONTRACT TYPE

This is a Firm Fixed Price / Labor Hour task order.

## 4. SCHEDULE OF ITEMS AND PRICES

The prices in this award are as follows:

**Base Period** (Original order Option 2) 8 September 2016 through 7 September 2017  
**2001** Project Management Task 1: FFP, 12 months, unit price = (b) (4) per month, Total FFP = \$276,454.00  
**2002** Labor Tasks 2-6: not to exceed ceiling (b) (4) labor hours, \$7,932,378.00

The contractor shall use the following labor categories to perform CLIN 2002 work. The contractor may use the following labor categories, as needed, to perform the work, provided that the Contractor shall not exceed the total labor hour ceiling or incur costs in excess of the total reimbursable labor dollar amount of this line item.

Labor Category ----- Hourly Rate

Senior Director -----  
C-Level Advisor (Financial/Legal/Policy/Strategic) -----  
Administrative Assistant I / Support Specialist -----  
Analyst II -----  
Analyst III -----  
Consultant II -----  
Direct Support (DS) -----  
Multi-Media Specialist II -----  
Principal Consultant I -----  
Principal Consultant III -----  
Program Manager (Contract Level) -----  
Project Manager II -----  
Senior Analyst I -----  
Senior Analyst II -----  
Senior Analyst III -----  
Senior Consultant I -----  
Senior Consultant II -----  
Senior Facilitator I -----  
Subject Matter Expert I -----  
Subject Matter Expert II -----  
Subject Matter Expert III -----  
Technical Writer / Editor III -----

(b) (4)

2003 Travel (reimbursable), Ceiling (not to exceed amount) \$ 36,000.00

Note: The travel indirect handling rate = 0%.

2004 Other Direct Costs, N/A

TOTAL Base Year CLINS: ----- NTE \$ 8,244,832.00 (corresponding to the original task order Option Period 2.)

NTE = Not to Exceed

Option 1 (Original order Option 3) 8 September 2017 through 7 September 2018

3001 Project Management Task 1: FFP, 12 months, unit price = (b) (4) per month, Total FFP = \$276,454.00

3002 Labor Tasks 2-6: not to exceed ceiling (b) (4) labor hours, \$7,595,012.00

The contractor shall use the following labor categories to perform CLIN 2002 work. The contractor may use the following labor categories, as needed, to perform the work, provided that the Contractor shall not exceed the total labor hour ceiling or incur costs in excess of the total reimbursable labor dollar amount of this line item.

Labor Category ----- Hourly Rate

Senior Director -----  
C-Level Advisor (Financial/Legal/Policy/Strategic) -----  
Administrative Assistant I / Support Specialist -----  
Analyst II -----  
Analyst III -----  
Consultant II -----  
Direct Support (DS) -----

(b) (4)

(b) (4)

Multi-Media Specialist II -----	
Principal Consultant I -----	
Principal Consultant III -----	
Program Manager (Contract Level) -----	
Project Manager II -----	
Senior Analyst I -----	
Senior Analyst II -----	
Senior Analyst III -----	
Senior Consultant I -----	
Senior Consultant II -----	
Senior Facilitator I -----	
Subject Matter Expert I -----	
Subject Matter Expert II -----	
Subject Matter Expert III -----	
Technical Writer / Editor III -----	

**3003** Travel (reimbursable), Ceiling (not to exceed amount) \$ 36,000.00

Note: The travel indirect handling rate = 0%.

**3004** Other Direct Costs, N/A

TOTAL OPTION PERIOD 1 CLINS: ----- NTE \$ 7,907,466.00 (corresponding to the original task order Option Period 3.)

**Option 2** (Original order Option 4) 8 September 2018 through 7 September 2019

**4001** Project Management Task 1: FFP, 12 months, unit price = (b) (4) per month, Total FFP = \$281,606.00

**4002** Labor Tasks 2-6: not to exceed ceiling (b) (4) labor hours, \$7,192,334.00

The contractor shall use the following labor categories to perform CLIN 2002 work. The contractor may use the following labor categories, as needed, to perform the work, provided that the Contractor shall not exceed the total labor hour ceiling or incur costs in excess of the total reimbursable labor dollar amount of this line item.

Labor Category -----	Hourly Rate
Senior Director -----	(b) (4)
C-Level Advisor (Financial/Legal/Policy/Strategic) -----	
Administrative Assistant I / Support Specialist I -----	
Analyst II -----	
Analyst III -----	
Consultant II -----	
Direct Support (DS) -----	
Multi-Media Specialist II -----	
Principal Consultant I -----	
Principal Consultant III -----	
Program Manager (Contract Level) -----	
Project Manager II -----	
Senior Analyst I -----	
Senior Analyst II -----	
Senior Analyst III -----	
Senior Consultant I -----	

Senior Consultant II -----  
Senior Facilitator I -----  
Subject Matter Expert I -----  
Subject Matter Expert II -----  
Subject Matter Expert III -----  
Technical Writer / Editor III -----

(b) (4)

4003 Travel (reimbursable), Ceiling (not to exceed amount) \$ 36,000.00

Note: The travel indirect handling rate = 0%.

4004 Other Direct Costs, N/A

TOTAL OPTION PERIOD 2 CLINS: ----- NTE \$ 7,509,940.00 (corresponding to the original task order Option Period 4.)

Potential Task Order Grand Total: \$23,662,238.00

## 5. FUNDING

The Base Period of this task order (original Option 2) is incremental funded in the amount of \$2,000,000.00. These funds are allocated as follows:

2001 Project Management Task 1: FFP = \$276,454.00 of \$276,454.00, unfunded \$0.00

2002 Labor Tasks 2-6: Labor Hours = \$ 1,723,546.00 of \$7,932,378.00, unfunded \$6,208,832.00

2003 Travel (reimbursable) = \$0.00 of \$36,000.00, unfunded \$36,000.00

2004 Other Direct Costs, N/A

Funding total = \$2,000,000.00 of \$8,244,632.00, unfunded \$6,244,632.00

## 6. WORK OBJECTIVE

Work under this contract will be performed as described in the PWS and the Contractor's technical proposal as stated and/or incorporated into the original contract.

## 7. PERIOD OF PERFORMANCE

Base Year: September 8, 2016 through September 7, 2017 (Corresponding to original order Option 2)

Option Year 1: September 8, 2017 through September 7, 2018 (Corresponding to original order Option 3)

Option Year 2: September 8, 2018 through September 7, 2019 (Corresponding to original order Option 4)

## 8. DELIVERABLES, DELIVERY TIMES AND PLACES

NOTE: Item 1 and 2, below were delivered under the original task order and delivery of these items is not required under this task order. These deliverables listed here for reference only.

1 Kick-Off Meeting

**Contracting Officer as a modification to the contract.**

## **11. CHANGE ORDERS**

Change orders, if issued by the government, shall not be considered an authorization to exceed the estimated ceiling amount of this task order unless they contain a statement specifically increasing the ceiling amount.

## **12. ADDITIONAL INFORMATION**

For additional information about this contract refers to GSA website <http://it-solutions.gsa.gov> or call the contact referenced in Paragraph 13, below.

## **13. POINTS OF CONTACT**

### **Government Points of Contact**

**GSA Contracting Officers**  
**Ms. Cassandra Hannah-Boyd**  
**Contracting Officer**  
**U.S. General Services Administration**  
**Federal Acquisition Service, Great Lakes Region**  
**Acquisition Operations Division**  
**230 S. Dearborn, Room 3800**  
**Chicago, IL 60604**  
**Office Phone: (312) 886-7499**  
**cassandra.boyd@gsa.gov**

**Alternate**  
**Mr. Eben Greybourne**  
**Supervisory Contracting Officer**  
**U.S. General Services Administration**  
**Federal Acquisition Service, Great Lakes Region**  
**Acquisition Operations Division**  
**230 S. Dearborn Street, Room 3808**  
**Chicago, IL 60604**  
**Office Phone: (312) 886-3811**  
**eben.greybourne@gsa.gov**

**GSA Project Manager**  
**Mr. Dedrick L. Moone**  
**Project Manager**  
**U.S. General Services Administration**  
**FAS Systems Transformation (FASST)**  
**Program Management Office**  
**1800 F Street NW**  
**Washington, DC 20405**  
**Office Phone: 202-253-0887**  
**E-mail: dedrick.moone@gsa.gov**

**Contractor points of contract**

Contracting Officer as a modification to the contract.

#### 11. CHANGE ORDERS

Change orders, if issued by the government, shall not be considered an authorization to exceed the estimated ceiling amount of this task order unless they contain a statement specifically increasing the ceiling amount.

#### 12. ADDITIONAL INFORMATION

For additional information about this contract refers to GSA website <http://it-solutions.gsa.gov> or call the contact referenced in Paragraph 13, below.

#### 13. POINTS OF CONTACT

##### Government Points of Contact

GSA Contracting Officers  
Ms. Cassandra Hannah-Boyd  
Contracting Officer  
U.S. General Services Administration  
Federal Acquisition Service, Great Lakes Region  
Acquisition Operations Division  
230 S. Dearborn, Room 3800  
Chicago, IL 60604  
Office Phone: (312) 886-7499  
[cassandra.boyd@gsa.gov](mailto:cassandra.boyd@gsa.gov)

##### Alternate

Mr. Eben Greybourne  
Supervisory Contracting Officer  
U.S. General Services Administration  
Federal Acquisition Service, Great Lakes Region  
Acquisition Operations Division  
230 S. Dearborn Street, Room 3808  
Chicago, IL 60604  
Office Phone: (312) 886-3811  
[eben.greybourne@gsa.gov](mailto:eben.greybourne@gsa.gov)

GSA Project Manager  
Mr. Dedrick L. Moone  
Project Manager  
U.S. General Services Administration  
FAS Systems Transformation (FASST)  
Program Management Office  
1800 F Street NW  
Washington, DC 20405  
Office Phone: 202-253-0887  
E-mail: [dedrick.moone@gsa.gov](mailto:dedrick.moone@gsa.gov)

Contractor points of contract



**Primary**  
**Mr. William Fuller**  
**Contracts Manager**  
**Golden Key Group, LLC**  
**11400 Commerce Park Drive**  
**Reston, VA 20191**  
**Phone: 703-815-0290**  
**wfuller@goldenkeygroup.com**

#### **14. INVOICE AND PAYMENT INFORMATION**

**The Contractor shall submit invoices for this contract/order through the GSA Office of the Chief Financial Officer, Vendor and Customer Self Service (VCSS) web portal (<https://vcss.ocfo.gsa.gov>).**

**Also provide a copy of each invoice to ITSS and by email to the individuals below.**

**1. As a memorandum in the GSA ITSS system, ITSS # ID16160006.**

**2. Donna R. Smith, Program Analyst**  
**Integrated Award Environment, QD0A**  
**Program Planning Analysis and Control Division**  
**donna.smith@gsa.gov**

**3. Tabatha Quinn, Program Analyst**  
**Integrated Award Environment, QD0A**  
**Program Planning Analysis and Control Division**  
**tabatha.quinn@gsa.gov**

**4. Dedrick Moone**  
**Office of Integrated Award Environment**  
**Email: dedrick.moone@gsa.gov**

**The funding reference to use when submitting invoices is QP0021442.**

**The Contractor may invoice for items or services upon their delivery. Billing and payment shall be accomplished in accordance with contract terms and GSA payment procedures.**

**Once invoices are submitted by the Contractor, the government will make payment after verification that the goods or services listed on the invoice have been received and accepted.**

**If you have problems submitting your invoice, please contact one of the following, as applicable.**

**VCSS General System, Login ID, password issues:**  
**GSA Financial Systems Service Desk:**  
**Ph: 866-450-6588**  
**Email: OCFOServiceDesk@gsa.gov**

Invoice & Payment related questions:  
BCEB Help Desk:  
Ph: 800-676-3690, Opt 3  
Fax: (816)926-7800  
Email: kc-accts-payable.finance@gsa.gov

VCSS Inquiries with invoicing issues:  
Email: kc-acctspayable.vcss@gsa.gov

#### 15. CLAUSES INCORPORATED IN FULL TEXT

##### Option to Extend Services

As prescribed in FAR 17.208(f), the following clause applies to this task order.

##### Option to Extend Services (Nov 1999) (FAR 52.217-8)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within one day of task order expiration.

(End of clause)

##### Option to Extend the Term of the Contract

As prescribed in FAR 17.208(g), the following clause applies to this task order.

##### Option to Extend the Term of the Contract (Mar 2000) (FAR 52.217-9)

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 day prior to the end of the current performance period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

(End of clause)

##### CITATION CODE(S) #

47X4534 2016. 2016. . 285X. CP10. 00. Q00DE000. AR372. H08.

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
001	Base (corresponding to original Option 2)	1	lot	\$2,000,000.00	\$2,000,000.00
21. RECEIVING OFFICE (Name, symbol and telephone no.)				TOTAL	

Office of Integrated Award Environment FAS System Transformation, 202-253-0887		From 300-A(s)	
22. SHIPPING POINT Specified in QUOTE	23. GROSS SHIP WT.	GRAND TOTAL	\$2,000,000.00
24. MAIL INVOICE TO: <i>(Include zip code)</i>  General Services Administration (FUND) The contractor shall follow the invoice instructions identified within the award documentation.	25A. FOR INQUIRIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support	25B. TELEPHONE NO. 816-926-7287	
	26A. NAME OF CONTRACTING/ORDERING OFFICER <i>(Type)</i> Cassandra Hannah-Boyd	26B. TELEPHONE NO. (312) 886-7499	
	26C. SIGNATURE Cassandra Hannah-Boyd 09/07/2016		
GENERAL SERVICES ADMINISTRATION	1. PAYING OFFICE	GSA FORM 300 (REV. 2-93)	

### ▼ Additional Information

BOMSOW DATE: 08/24/2016	PROPOSAL DATE: 08/24/2016	ORDER ID: ID16160006	CONTRACT TYPE Fixed Price
DELIVERY DATE:	COST TO CLIENT: \$2,000,000.00	FEE AMOUNT \$0.00	COST TO GSA: \$2,000,000.00
PERFORMANCE PERIOD: From 09/08/2016	PERFORMANCE PERIOD: To 09/07/2017	TOTAL COST \$ AMT: \$2,000,000.00	
DUNS # 111187295			

Dates for Mod - 000	
<b>Prior Mod 000 Period of Performance</b>	
From:	09/08/2016 To: 09/07/2017
<b>Vendor Invoiced For Period Of Performance</b>	
From:	To:
<b>New Period of Performance</b>	
From:	09/08/2016 To: 09/07/2017
Date:	Desired Delivery Date

► Edit History



April 10, 2014

**SUBJECT: General Services Administration (GSA), Federal Acquisition Service (FAS), Common Acquisition Platform (CAP) Foundational Support Request For Quote (RFQ) GSC-QFOB-14-32823**

**ATTN: All Service Disabled Veteran Owned Small Businesses (SDVOSBs) under GSA Multiple Award Schedule (MAS) 874 Mission Oriented Business Integrated Services (MOBIS) SIN 874-1 and 874-6.**

This letter transmits the General Services Administration (GSA), Federal Acquisition Service (FAS), Federal Systems and Integration Management Center (FEDSIM), Request For Quote (RFQ) GSC-QFOB-14-32823. This solicitation will provide services for the GSA CAP Foundational Support requirement.

In accordance with Section 11 of the RFQ, Offerors shall submit their proposal in three Parts. All three parts are due on the same date and time. Please note the requirements for each part:

- **PART I: Written Cost/Price Quote**  
Instructions for the Written Cost/Price Quote can be found in Section 11.6 of the RFQ. One written original and two electronic copies (CD or DVD) are due no later than **May 9, 2014, at 11:00AM Eastern.**
- **PART II: Written Technical Proposal**  
Instructions for the Written Cost/Price Quote can be found in Section 11.7 of the RFQ. One written original, four written copies, and two electronic copies (CD or DVD) are due no later than **May 9, 2014, at 11:00AM Eastern.** Please note that that the written technical quote shall be separately bound from the oral technical presentation slides as stated in Section 11.10.
- **PART III: Oral Technical Quote Presentation**  
The Contracting Officer will schedule the oral technical quote presentations after all offers are received. Oral Technical Quote Presentations will be scheduled in accordance with Section 11.9 of the RFQ. The oral technical quote presentation, Part III, shall be separately bound from Parts I and II. One written original, four written copies, and two electronic copies (CD or DVD) of the presentation slides are due no later than **May 9, 2014, at 11:00AM Eastern.**

All quote materials shall be delivered to the following address:

Meredith Kozera  
GSC-QF0B-14-32823  
FEDSIM Project Number: GS00671  
GSA FAS AAS FEDSIM  
1800 F St NW  
Suite 3100  
Washington, DC 20405

If you intend to hand deliver your proposal, bring all materials to the E Street entrance of the GSA building at 1800 F Street NW Washington, DC 20405. Upon arrival, call Meredith Kozera, Contract Specialist, at 703-489-9092. The Contract Specialist will meet the offeror at the GSA loading dock on E Street. It is suggested that the offeror park on E Street in front of GSA or pull over right outside of the loading dock ramp to unload the boxes. Delivery acceptance/quote receipt will be given once the offeror has transferred his/her box of quote materials to the Contract Specialist at the loading dock on E Street. Please note that all quote boxes are subject to security scanning after receipt.

Written questions in reference to the RFQ may be submitted in accordance with Section 11.3. Questions shall be submitted electronically via email only to John Terrell, Contracting Officer at [john.terrell@gsa.gov](mailto:john.terrell@gsa.gov) and Meredith Kozera, Contract Specialist at [meredith.kozera@gsa.gov](mailto:meredith.kozera@gsa.gov) using the format provided in Section 9, Attachment O. Questions are due no later than **April 17, 2014 at 11:00AM Eastern**. Questions received after this deadline will not be considered.

Each offeror shall make an oral presentation of its technical proposal in accordance with the instructions in Section 11.9 of the solicitation. The Government anticipates scheduling of oral presentations the weeks of May 12, 2014 and May 19, 2014. Upon receipt of proposals, offerors will be provided an exact date and time of their oral presentation.

 Invalid signature

(b) (6)

X

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John Terrell  
Contracting Officer

RFQ GSC-QFOB-32823 - GSA CAP Foundational Support - Questions and Answers				
Question #	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
1	Cover Page	The Contractor's Basic GSA Schedule contract is applicable to the Task Order that is awarded under this RFQ	As an SDVO holder of a MOBIS schedule, but not having the SIN the government indicated for this request, could we participate as an SDVO with a team mate that does have the SIN required on their MOBIS?	Each CTA team member must be awarded either SIN 874-1 or 874-6 in order to submit a bid. It is not required that bidders possess both SINs 874-1 and 874-6. Regarding CTA's, all members of the CTA must be listed as SDVOSB under GSA eLibrary in order to be eligible to bid. See revised Section 12.4 of the RFQ.
2	N/A	N/A	The Cover Letter indicates that proposals are due May 9th, 2014. The SF18 indicates proposals are due May 8th, 2014. Would the government validate the correct due date for submissions?	Quotes are due May 9th, 2014 @ 11:00 AM in accordance with the Cover Letter. See revised SF18.
3	5.2	Place of Performance	The Place of Performance indicates a contractor site location and that government space will not be provided. Will contractors, however, be allowed to hotel in the 1800F street location for this work?	Yes, contractors will be allowed to hotel at 1800F street if space permits and on an as-needed basis.
4	2.4.2.3	Subtask 2.3 – Provide Business Planning Support	Does the government have an estimate regarding the number of ad-hoc business cases they anticipate reviewing each month?	No, this is a new program therefore historical data is not available. The primary objective is to develop the process, as well as support Government management.
5	2.4.4	Task 4- Provide Business Operations Support	Regarding the activity, "Develop and employ requirements evaluation criteria," will the government expand upon this? Is the government referring to developing the evaluation criteria that will be used to determine which business cases will be approved?	Yes, criteria to be applied to business case, process, integration, BPM and comparable reviews to justify approvals or rejections.
6	2.4.4	Task 4- Provide Business Operations Support	Regarding the activity, "Assist in the technical oversight of approved system development activities," will the government expand upon this requirement? Is the expectation that contractor will provide oversight for existing contracts/contractors? Future contracts/contractors? Both? Additionally, what type of oversight activities are anticipated for this support?	Other than their own staff, the contractor will not be providing any other oversight or management. Technical assistance will include day to day project, compliance, process and content oversight as well as integration and coordination for CAP Integrated Master Schedule (IMS).
7	2.4.4.1	SubTask 4.1- Provide Operations Management Support	Regarding the requirement, "The contractor shall develop and manage aspects of the CAP Service Level and Operations Level Agreements (SLA/OLAs) with CAP stakeholders, and shall develop and maintain the program approach to risk management to include monitoring Service Level Agreements (SLAs)" will the government expand upon what aspects of the CAP SLAs the contractor will need to manage and what type of SLAs they are referring to? (e.g. Helpdesk/System based, MOU based?)	The text specifically refers to SLA and OLA. These will include, as examples, service support, managed services, business unit support, MOUs, MOAs, IAA, ISA, and other standard forms of agreement utilized in the public and private sectors.
8	General	N/A	Is it acceptable for the offeror to provide materials that support GSA's evaluation of the proposal (e.g., Table of Contents, Acronym Lists, Cover Letter, Executive Summary) at the beginning of each of the three separate proposal parts?	It is acceptable to provide such materials.
9	General	N/A	Are items that support GSA's evaluation of the proposal (e.g., Table of Contents, Acronym Lists, Cover Letter, Executive Summary) free from page limitations?	Yes, they are free from page limitations.
10	7.3 11.7.2 (b) 11.9.5(b)	Security Considerations Key Personnel Qualification Matrix (b) Key Personnel and Project Staffing (Topic 2)	Does GSA require both Key Personnel and non-Key Personnel to undergo GSA-conducted background investigations following contract award?	Yes, background investigations are required for access to GSA information systems
11	11.2	General Instructions, Item (f)	Paragraph (f) states that the authorized negotiator or the signatory of the SF 18 will be notified of the date and time of the oral technical quote presentation. This paragraph requests that offerors provide the name of the individual, the position title, telephone number, fax number, and electronic mail address of that individual. Should this information be placed in a cover letter provided at the front of each part of the proposal?	This information shall be provided as part of Tab A of the price quote. For convenience, it may be provided as an attachment to SF18.
12	11.5, Part II(b)	Submission of Offerors, Technical Quote Content (b)	Will GSA provide a standard Letter of Commitment via an amendment to the RFQ?	No.

13	11.7, 11.8	Submission of Written Technical Quote Delivery Instructions	Please verify the offeror's interpretation that the Technical and Management Approach is presented solely in the Oral Technical Quotation Presentation (Part III) and that only the four specific tabs described in Section 11.7 are desired in the Written Technical Quote (Part II).	This is an accurate statement.
14	11.9.1	Oral Technical Quote Presentation Constraints	The offeror shall identify the authors of the presentation by name and association with the offeror. Is it acceptable to provide this information as part of the oral presentation briefing slides in Part III?	It is acceptable to provide this information as part of the briefing slides, however, as per 11.9.2 "only those slides actually presented during the oral presentation will be considered for evaluation."
15	11.9.2	Oral Technical Quote Presentation Media	In order to verify that the offeror's equipment for the presentation will work effectively in the room assigned for the presentation, will the offeror be allowed to visit the room at least one day in advance of the presentation?	No.
16	11.9.3	Oral Technical Quote Presentation Scheduling	How many business days "lead time" will GSA provide from the day the oral presentation is scheduled to the day of the presentation?	Quotes are due on May 9th. Oral presentations are anticipated to begin on May 12th. Presentation order will be determined randomly.
17	11.9.5	Oral Technical Quote Presentation Topics, Topic 1	In Topic 1, the Government requires that the offeror first address its methodology for ensuring accountability and smooth execution of the requirements identified within this Task Order and then address its understanding of CAP's environment and challenges. Since the offeror's methodology should reflect its management approach for addressing CAP's environment and challenges, can the Government change the presentation order to allow the offeror to present its understanding of CAP's environment and challenges first and then address its methodology?	It is not required that subtopic 1 be presented before subtopic 2. Offerors may present the subtopics in the order they desire. Topics must be presented in the order stated in Section 11.9.5. Please see revised Section 11.9.5.
18	12.4	Technical Evaluation Factors, Pass/Fail Elements, item (b)	In item (b), the RFQ states that the Government will reject any quote in which the offeror and/or teaming partners (if any) do not collectively possess the required Schedule 874 SINs as stated in the Cover Letter. Please verify that the Cover Letter should be placed in the front of each of the separately bound parts of the proposal.	The reference to cover letter has been removed. Please see revised Section 12.4 of the RFQ.
19	SF 18 document Cover letter document		SF18 says due date is May 8; Cover Letter says May 9th 11:00AM Eastern. Please confirm May 9th 11:00AM Eastern is correct.	See response to Question 2.
20	Page 1		To ensure fair competition among SDVOSBs, Will GSA consider only those SDVOSBs that are certified by the Veteran's Administration Center for Veteran's Excellence versus only self certification?	SDVOSB status will be determined using GSA e-library status.
21	Page 7-3, 3rd paragraph	7.4.1 Organizational Conflict of Interest	Please confirm that this does not prevent a company from obtaining work on their GSA Schedules (e.g., Schedule 70, MOBIS) and that the OCI only applies to future requirements that would specifically fall under the CAP.	Section 7.4.1 pertains to disclosure of OCIs on past or existing work that would need to be mitigated in order for an offeror to receive an award under this procurement. It does not pertain to an offeror's ability to obtain work on GSA Schedules. Section 7.4.2 directs offerors to propose an OCI management and mitigation plan applicable to future potential CAP acquisitions. It is impossible for the Government to guarantee that an unmitigable OCI will not arise from work under this effort, however the intent of Section 7.4.2 is to decrease the likelihood of an unmitigable OCI occurring.
22	Page 11-3	Tab A Request for Quotation (SF 18)	May this be submitted in a MS Word document?	Quotes are required to be submitted in both electronic (CD or DVD) and print copies. The electronic SF18 should be a pdf document.
23	Page 11-4	Tab D Subcontractor Supporting Documentation	May this be submitted in a MS Word document?	Quotes are required to be submitted in both electronic (CD or DVD) and print copies. MS Word documents are acceptable for the electronic copy.
24	Page 11-4	Tab E Cost/Pricing Assumptions	May this be submitted in a MS Word document?	Quotes are required to be submitted in both electronic (CD or DVD) and print copies. MS Word documents are acceptable for the electronic copy.
25	Page 11-4	Tab F Organizational Conflict of Interest Statement	May this be submitted in a MS Word document?	Quotes are required to be submitted in both electronic (CD or DVD) and print copies. MS Word documents are acceptable for the electronic copy.



26	Page 11-4	Tab G OCI Management and Mitigation Plan for future CAP acquisitions	May this be submitted in a MS Word document?	Quotes are required to be submitted in both electronic (CD or DVD) and print copies. MS Word documents are acceptable for the electronic copy.
27	Page 11-4	Tab H Contractor Registration	May this be submitted in a MS Word document?	Quotes are required to be submitted in both electronic (CD or DVD) and print copies. MS Word documents are acceptable for the electronic copy.
28	Page 11-4	Tab I Price Explanation	May this be submitted in a MS Word document?	Quotes are required to be submitted in both electronic (CD or DVD) and print copies. MS Word documents are acceptable for the electronic copy.
29	Page 11-4, Sec 11-6i	11.6 SUBMISSION OF the written PRICE QUOTE (PART I)	<p>The offeror shall describe why the total price of the TO is above or below the range in Section 11.5, if necessary. The offeror shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the quote the offeror would like the Government to consider as the justification for the deviation from the range.</p> <p>Is this referring to 11-4, not 11-5? The total estimated ceiling amount of the TO is between \$37.4 million and \$41.5 million. The estimate does not include FFP CLINs, Tools, Long Distance Travel, and ODCs; it only pertains to the total value of CLINs X0002. ODCs on this TO are subject to the \$3,000 cost limitation.</p>	This was a typo. The correct section reference is 11.4. See revised Section 11.6i.
30	Page 11-5	11.7.3 CORPORATE EXPERIENCE (TAB CC)	<p>Corporate Experience is required for the prime; it can be augmented by team members.</p> <p>Does the definition of team members include subcontractors?</p>	See revised Section 11.7.3.
31	Cover Letter SF-18	Part I, II, and Part III [Indicates: May 9] Item #11, block (b) [Indicates May 8]	Will the Government clarify proposal due date.	See response to Question 2.
32	10	Representations, Certifications, and Other Statements of Offerors or Respondents	Will the Offeror be required to recertify their SDVOSB status during the life of the task order?	No.
33	1.2.1	Base Period ODC CLIN	The RFQ indicates that ODCs will be limited to \$3,000 over the life of the task order. Did the government intentionally place all \$3,000 in the base year only with \$0 allocated for option periods?	Yes.
34	1.4.1	Funding Charts	Did the government intentionally refrain from inserting funding charts for the long-distance travel and ODC CLINs?	Added. See revised Section 1.4.1.
35	1.4.1	Incremental Funding Limitation of Government's Liability	Will the Government fill-in the incremental CLIN funding, period of performance and ceiling information upon award?	Yes.
36	2.2; 7.2	Scope; Security Considerations	Since the team will be required to interface with and/or access other acquisition systems outside of GSA's IT environment, recommend that a top secret facility security be required to fully execute the PWS scope	The level and content do not rise to the level of TS facility needs. The anticipated scope and content is sufficiently covered with 6C Public Trust High Risk at this time.
37	4.5	Written Acceptance/Rejection By The Government	The RFQ indicates that the FEDSIM CO/COR will provide written notification of acceptance or rejection of all final deliverables. Does the task order also require written acceptance from the TPOC?	No.
38	5.2	Place Of Performance	Will certain task areas require routine on-site place of performance (e. g., CAP PMO) or are all task areas assumed to be performed at contractor sites as noted in the RFQ?	See Section 5.2 of RFQ.
39	5.3	Task Order Schedule and Milestone Dates	The CAP Risk Management Plan, OCM Plan and Outreach plan reference 2.4.5.3. Should this be changed to 2.4.5.2?	Yes. The correct section reference is 2.4.5.2. See revised Section 5.3.
40	7.2	Government-Furnished Property	The RFQ does not indicate whether computer equipment will be provided by the government. Will the Offeror be using their own computers to perform RFQ requirements?	Offeror will be using their own computers. See Section 7.2 of RFQ.

41	11.7.1	Project Staffing Plan Table	The proposal instructions for the Staffing Plan require the identification of “all individuals that will be working on this effort.” As all individuals who will be working on this effort over its lifecycle cannot be reasonably be identified at this time, we recommend this be “all currently identified individuals or Position Titles (if an individual is not yet identified). To be consistent we also request that the “Name” column in Tab AA be retitled “Name or Position Title.” We also request flexibility in identifying the specific company supporting each role without a current named individual.	The table has been revised to include a column for position title. See revised Section J, Attachment M.
42	11.9.5.2	Corporate Experience (Topic 3)	Within the orals presentation, is the Offeror allowed to present corporate experience beyond the three projects/program referred to in Section 11.7.3 of the RFQ?	Only the first 3 projects presented will be evaluated by the Government.
43	11.9.5.2	Corporate Experience (Topic 3)	Within the orals presentation, is the Offeror expected to cover at minimum the three projects/program referred to in Section 11.7.3 of the RFQ?	Yes.
44	11.9.5.2	Corporate Experience (Topic 3)	“The TEB will view prime work more favorably than subcontractor work”. Does this statement refer to preference for historical corporate experience performed as a prime? Or does it refer to preference for corporate experience presented from the prime on this task order?	The statement refers to preference for historical corporate experience performed as a prime.
45	11.7.3	Corporate Experience (Tab CC)	May the contractor speak to more than one contract per Corporate Experience write-up, subject to all of the contracts referenced in that write-up having been awarded to the same company (e.g. the prime contractor), performed in the last five years, and of similar in size, scope, and complexity to the requirements identified in Section 2 - Statement of Work.	Yes, provided that the contracts support the same program/project.
46	1.3.3	LABOR HOUR LABOR MIX AND LEVEL OF EFFORT	Can you please let us know if an estimated level of effort has been assigned to each major task and subtask by the government? If so, can this be provided?	See Section 11.4 General Information.
47	1.3.3	LABOR HOUR LABOR MIX AND LEVEL OF EFFORT	Has the government determined the estimated cost of this RFQ? If so can this be provided?	See Section 11.4 General Information.
48	2.4.6	TASK 6 – PROVIDE INSTITUTIONAL KNOWLEDGE TRANSFER	Will the transfer of institutional knowledge described in this task be performed on a continual basis over the course of the effort or at predetermined stages (such as the end of a contract year)?	Continual basis over the course of the effort and considered an integral part of Organizational Change Management and Organizational Development.
49	11.7.3	CORPORATE EXPERIENCE (TAB CC)	Offerors are instructed to provide three references that are “similar in size, scope, and complexity to the requirements” in the SOW. Since this is an SDVOSB set-aside, it's highly unlikely that any small business will have a reference similar to the total ceiling range (\$37M - \$41M). Would the Government please consider changing this requirement or provide further explanation as to how we will be evaluated if our corporate experience references are not similar in size?	The Government will not change its requirement.
50	11.7.3	CORPORATE EXPERIENCE (TAB CC)	Is it acceptable to provide an IDIQ contract with multiple task orders as one of our three references?	Yes, provided that the multiple task orders all support the same program/project.
51	11.9.2	ORAL TECHNICAL QUOTE PRESENTATION MEDIA	This section states “Except for the screen provided in the conference room, the Government will provide no equipment.” Please confirm that the screen does not include a projector and that offerors are requirement to bring their own projector.	Offerors are required to bring their own projector.
52	11.9.5	ORAL TECHNICAL QUOTE PRESENTATION TOPICS	This section lists two subtopics under “Topic 1: Technical and Management Approach”. In the section that follows (11.9.6), items a through e are listed under “Topic 1”. Please clarify the relationship between Subtopics 1 and 2, and items a through e. In other words, are offerors required to address Subtopic 1, Subtopic 2, and items a through e individually, or do the subtopics overlap with items a through e?	Topic 1: Technical and Management Approach is composed of Subtopic 1 and Subtopic 2. Topic 1, to include both subtopics, should address a-e.
53	2.4.2.5	Subtask 2.4.2.5 - SUBTASK 2.5 – PROVIDE ORGANIZATIONAL CHANGE MANAGEMENT STRATEGY SUPPORT and 2.4.2.6 SUBTASK 2.6 - PROVIDE OUTREACH AND STAKEHOLDER ENGAGEMENT STRATEGY SUPPORT	Will the Government provide an approximate size of the Stakeholder Community envisioned (Internal / External) for the OCM Plan – either in headcount or number of organizations? The complexity envisioned is the engagement plan (quantity) and the varying types of Stakeholders required.	The Organizational Change Management applies to internal processes and stakeholders and should not be driven by FTE or head count as it is an approach applicable to varying models of stakeholder and staffing requirements.

54	2.4.3.1	2.4.3.1 SUBTASK 3.1 – DEVELOP AND MAINTAIN TARGET ARCHITECTURE	Will the Government provide guidance on the expectations for the CAP Business Architecture format – Excel, Visio, Systems Diagram / Functionality, other?	See Section 5.3.2 of RFQ. Delivery methods will be part of the ongoing nature of the engagement. The Business Architecture is a process and defined structure. The content is the most important aspect.
55	2.4.6	2.4.6 TASK 6 – PROVIDE INSTITUTIONAL KNOWLEDGE TRANSFER	Will the Government confirm an acceptable level for Knowledge Transfer? Is the intent to provide informational Webinars / similar sessions or is the concept envisioned to be more interactive consisting of teaching aids (Conference Room, Video Aids, Continuous Learning Modules, other)?	Knowledge transfer is considered an integral and ongoing aspect of Organizational Change Management and Organizational Development. Delivery method will be based on the Organizational Change Management requirements.
56	NA	NA	Are Prime Offerors required to have both SIN 874-1 AND 874-6, or is either one sufficient to qualify as a bidder?	See response to Question 1.
57	NA	NA	Is it sufficient if Prime has one qualifying SIN and Subcontractor has the other qualifying SIN?	See response to Question 1. Additionally, since a subcontractor will not necessarily hold a GSA Schedule, they have no requirement for possessing a particular SIN.
58	2.1	Background	How is “Transparency into Government Contracting” currently assessed? What are the performance metrics for “Transparency”?	Usability and awareness.
59	2.1	Background	How is buying decisions evaluated now? What are the performance measures for evaluating buying decisions?	Those are to be captured as part of the foundational stand up of CAP and codified through segmented measures applicable to sectors of the federal government and benchmarked accordingly.
60	NA	NA	This solicitation includes a complex suite of tasks covering a broad range of Acquisition duties and responsibilities. What contracts support these tasks currently and who are the incumbents? Are any of the incumbents SDVOSBs?	There is no incumbent contractor supporting this requirement.
61	NA	NA	Will the government require SDVOSB recertification annually to assure the subsequent work is being performed by SDVOSBs?	No.
62	NA	NA	How will the GSA assure that the awardees are genuine SDVOSBs, other than self-certification?	SDVOSB status will be determined using GSA e-library status.
63	NA	NA	What is the Independent Government Cost Estimate for this Task Order?	See Section 11.4 General Information. The Government will not provide an IGCE.
64	2.3	Objective	The objective appears to give the Contractor full responsibility for developing the deliverables for all tasks (2.4) with the appearance that it will be a collaborative and iterative methodology to be developed by the Contractor. Q-At what point will the Government step in and want input to the deliverable development process? What is the Government’s criterion for developing a collaborative and iterative methodology? What is the Government’s is the Government’s criterion for deliverables?	The contractor is supporting the Government staff who manage the program. Deliverable requirements are specified in Section 5.3 of the RFQ. Where specific delivery requirements are not specified, the Government looks to the Offeror to propose delivery points as part of their PMP and strategy that will be negotiated with and approved by the Government.
65	2.3	Objective	The Contractor will be paid on a T&M type contract for all tasks except 2.4.1 which is FFP. Does the Government anticipate that deliverables will be included in the T&M payment process?	Yes.
66	2.3	Objective	Will the Government provide objectives for each year of the Task Order by Task. Obviously, the Government has expectations for completion of each task by a specific timeframe within the performance period. Will the Government share their expectations so that Contractor aligns their expertise and obtain mutual agreements with teaming partners that will align with the Government’s timeline for completion for each task?	Each project, task and activity will have assigned milestones, due dates or stage gates. Given the formative and dynamic nature of the CAP program, we expect the offerors to provide innovative and flexible means of incorporating these in the day to day work.
67	2.1	Background	Is the CAP program subject to its own OMB Exhibit 300? Or, is the CAP a part of a larger OMB Exhibit 300? If the latter will the Government provides the name of the OMB Exhibit 300? And if the former will the Government provide the name of the OMB Exhibit 300 if different from CAP? Will the Government provide a redacted copy of the OMB 300?	No OMB Exhibit 300 requirements apply to CAP as CAP does not currently own or support an IT system. (NOTE: CAP may, and probably will, provide input, content, guidance to OMB300s).

68	General	General	It appears that the CAP is an output of the FSSI and its oversight is OFPP. Given that the FSSI had “teeth” for implementation Government wide. Does the CAP have buy-in by all agencies? By the CAOC – Chief Acquisition Officers Council? In order for the CAP to be successful and the Contractor to successfully perform – all agencies must be on board with the CAP. What did GSA do or is doing to ensure a Government-wide program is acceptable by all agencies?	CAP is a key GSA initiative and supported by GSA leadership. CAP is not an output of FSSI.
69	2.4.4.2	SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT	Subtask 4.2 mentions that “contractor shall expand upon operational data management plan developed under Program Governance to address ingesting, storing, using, accessing, retaining, and reporting data” Is there a current plan that is being followed? If so, when will we gain access to the plan?	All plans and relevant documentation shall be provided as they become available. CAP is leveraging existing successful processes while simultaneously guiding improvement opportunities and requirements, hence the requirement to “expand upon” the data management plans.
70	2.4.4.2	SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT	What data is currently being included in this plan? (e.g. just contract system data? Procurement data? CPARS/PPIRS, market research, SLAs, IAAs, pricing data for commodities, competitive analysis data?, demand-side data (i.e. projected requirements from users/agencies)	The data management plan incorporates and shall continue to integrate all aspects of transactional and metadata related to acquisition processes and outcomes. CAP shall integrate demand management, correlation, link, hierarchy and comparable public, government and subscription data into the plan and processes.
71	2.4.4.2	SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT	What underlying infrastructure is currently being used to store data?	Multiple
72	2.4.4.2	SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT	Is there a currently envisioned future state architecture that needs to be taken into consideration?	That future state Business and Technical Architecture is part of the foundational groundwork CAP seeks to enable and set up during the first two years of operation.
73	2.4.4.2	SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT	Are there regulatory limitations on data extraction?	Yes. Common to public federal sector compliance and use statutes, regulation, policy, directives, memoranda, and guidance.
74	2.4.4.2	SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT	What organization is currently responsible for data storage and cleansing?	Multiple. CAP through its foundational base will assume a larger degree of oversight and governance for this activity going forward.
75	2.4.4.2	SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT	What is the expected cycle for analysis?	The cycle for analysis will be planned and outlined as part of the PMP.
76	2.4.4.3	SUBTASK 4.3 – PROVIDE ANALYTICAL SERVICES	Discussion around Data Analytics raises a question related to the intent. Subtask 4.3 requests “methodologies for creating a program wide analytics foundation to be used by GSA...and across government” as well as repeatable processes to assess program effectiveness. Is the intent of analytics to be an internal assessment, used to support decision making on CAP initiative and measure return of GSA actions? Or is it intended to be an external offering, provided to stakeholders to assist them in making more informed acquisition choices? Or, is the intent to have a core analytics capability that can be used to support both internal GSA decisions related to CAP and external user’s acquisition decisions, with additional, unique analytic capabilities added to the core capability for each?	Analytics is intended to be a shared service offering available both internally and externally. The intent is to have a diverse, well aligned and functionally viable analytics user presentation and utility tier which enables better buying, acquisition, forecasting, planning, budgetary, investment, policy, and program integrity actions by agencies. As requirements arise from agencies those capabilities are anticipated to be evaluated against current offerings, the core objectives of the program and cost effective delivery.
77	2.4.3.1	SUBTASK 3.1 – DEVELOP AND MAINTAIN TARGET ARCHITECTURE	Subtask 3.1 requires “The contractor shall support the documentation of existing systems to develop an existing architecture.” Please provide enough information about the current state of documentation of the existing architecture to allow us to scope the level of effort for this task. If this is not possible would you provide a government estimate on the labor hours required for this subtask?	There is no single existing business architecture and multiple technical reference materials are at various stages of completeness and maturity. The foundational task responsibilities will include improving this baseline and where applicable creating from scratch. No labor hour estimates can or will be provided.
78	SF 18, Box 11	11. Schedule, Supplies/Services (b)	Is the quote due on May 8 (per SF 18) or May 9 (per letter to offerers)?	See response to Question 2.
79	Attachment J	CAP Organization	The organizational chart indicates the “Program Planning, Analysis, & Control Division” manages IAE P&L and collections, as well as monitors performance metrics. What measures and system are already in use?	This reference and question appears to be for the section of IAE that is not CAP.

**REQUEST FOR QUOTE (RFQ)**  
**GSC-QF0B-14-32823**  
**Amendment 1**

**CAP Foundational Support**

in support of:

*General Services Administration*  
*Federal Acquisition Service*  
*Common Acquisition Platform*

Issued to:

**ALL SERVICE DISABLED VETERAN OWNED SMALL BUSINESSES (SDVOSBs)**  
**UNDER GSA MULTIPLE AWARD SCHEDULE (MAS)**  
**874 MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**  
**SIN 874-1 and SIN 874-6**

**The Contractor's Basic GSA Schedule contract is applicable to the Task Order that is awarded under this RFQ**

**Conducted under FAR 8.4. Do not intend to use FAR 15 principles.**

Issued by:

**General Services Administration**  
**Federal Systems Integration and Management Center (FEDSIM)**  
**1800 F St NW,**  
**Suite 3100**  
**Washington, DC 20405**

**April 23, 2014**  
**FEDSIM Project Number GS00671**

## SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

### **1.1 ORDER TYPE**

The contractor shall perform the effort required by this Task Order (TO) on a hybrid Firm-Fixed-Price (FFP) and Labor Hour (LH) basis. The work shall be performed in accordance with all Sections of this TO and the contractor's General Services Administration (GSA) Multiple Award Schedule (MAS), under which the resulting TO will be placed. An acronym listing to support this Request for Quote (RFQ) is included in Section 9 - List of Attachments, Attachment G.

In accordance with FAR 16.103(c), as the requirements become more defined, the Government will explore the possibility of transitioning the Labor Hour CLINs under this Task Order to Firm-Fixed Priced CLINs in the option periods.

### **1.2 SERVICES AND PRICES**

Long distance travel is defined as travel over 50 miles. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
FFP	Firm-Fixed-Price
LH	Labor-Hour
NSP	Not Separately Priced
NTE	Not-to-Exceed
ODC	Other Direct Cost
T&M	Time-and-Materials

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.1 BASE PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
0001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
0002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
0003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
0004	ODCs Including Indirect Handling Rate ____%	NTE	\$ 3,000.00

**TOTAL BASE PERIOD CLINS:** \$ \_\_\_\_\_



SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.2 FIRST OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
1001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
1002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
1003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
1004	ODCs Including Indirect Handling Rate ____%	NTE	\$ 0.00

**TOTAL FIRST OPTION PERIOD CLINs:** \$ \_\_\_\_\_

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.3 SECOND OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
2001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
2002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
2003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
2004	ODCs Including Indirect Handling Rate ____%	NTE	\$0.00

**TOTAL SECOND OPTION PERIOD CLINs:** \$ \_\_\_\_\_

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.4 THIRD OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
3001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
3002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
3003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
3004	ODCs Including Indirect Handling Rate ____%	NTE	\$ 0.00

**TOTAL THIRD OPTION PERIOD CLINS:** \$ \_\_\_\_\_

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.5 FOURTH OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
4001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
4002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
4003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
4004	ODCs Including Indirect Handling Rate ____%	NTE	\$ 0.00

**TOTAL FOURTH OPTION PERIOD CLINS:** \$ \_\_\_\_\_

**GRAND TOTAL ALL CLINS:** \$ \_\_\_\_\_

### **1.3 SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS TABLES**

#### **1.3.1 INDIRECT/MATERIAL HANDLING RATE**

Travel and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's Schedule Contract. If no indirect/material handling rate is allowable in accordance with the contractor's Schedule Contract, no indirect/material handling rate shall be applied to or reimbursed on such costs.

#### **1.3.2 LIMITATION ON OTHER DIRECT COSTS**

ODC costs incurred on GSA Schedule TOs are limited to a maximum of \$3,000 over the life of the TO.

#### **1.3.3 LABOR HOUR LABOR MIX AND LEVEL OF EFFORT**

The labor mix and level of effort specified in the contractor's quote and incorporated into this order are for estimation purposes. The contractor may re-allocate, with prior written approval of the Federal Systems Integration and Management Center (FEDSIM) Contracting Officer's Representative (COR), the number of hours by labor category, within each labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the Contracting Officer (CO) and added to the TO by modification.

### **1.4 INCREMENTAL FUNDING**

#### **1.4.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION**

Incremental funding for CLINs \*\_ through \*\_ is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through (insert appropriate period e.g., four months), unless otherwise noted in Section 1.N. The TO will be modified to add funds incrementally up to the maximum of \$\*\*\*,\*\*\*,\*\*\* over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**Funding Chart for FFP (Not to be incrementally funded)**

CLIN	CEILING	FUNDING	LEFT TO FUND
0001			\$ -
1001			\$ -
2001			\$ -
3001			\$ -
4001			\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Incremental Funding Chart for non FFP**

CLIN	CEILING	FUNDING	LEFT TO FUND
0002			\$ -
0003			\$ -
0004			\$ -
1002			\$ -
1003			\$ -
1004			\$ -
2002			\$ -
2003			\$ -
2004			\$ -
3002			\$ -
3003			\$ -
3004			\$ -
4002			\$ -
4003			\$ -
4004			\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **2.1 BACKGROUND**

On September 25, 2013, the General Services Administration (GSA), Federal Acquisition Service (FAS) formally established the Common Acquisition Platform (CAP) program under the Assistant Commissioner for the Integrated Award Environment (IAE). The CAP is envisioned to serve as a platform for assisting FAS customer agencies receive unbiased acquisition advice that will allow them to receive the best support for their agency's mission, regardless of where that support originates. CAP is intended to give customer agencies the tools necessary to pick the best acquisition strategy for solving their problem. The CAP program is divided into the Governance, Business Operations and Analytics, and Program divisions (see section 9, Attachment J). These divisions are responsible for delivering a holistic solution that is exportable government-wide. CAP goals include:

- Increasing GSA insight into government-wide transactional data (e.g., prices paid) to support improved market intelligence
- Build improved FAS offerings based on market, customer, and supplier intelligence
- Reduce costs associated with maintaining redundant acquisition systems and enhance the usefulness of those systems to support the continuous improvement of federal acquisitions
- Streamline the overall acquisition process through establishing a common marketplace where federal agencies can effectively manage the acquisition lifecycle from acquisition planning to closeout

CAP's success is predicated on its ability to drive better buying decisions across Government by creating transparency into Government spending. This will allow GSA to fulfill its mission to enhance Government-wide efficiency and deliver savings to the taxpayer.

### **2.1.1 PURPOSE**

The purpose of this acquisition is to provide business and strategic planning support to the Common Acquisition Platform (CAP) program by assisting in organizational structural development, business operations and governance planning, and tactical and strategic initiatives development.

### **2.1.2 AGENCY MISSION**

The mission of GSA is to deliver the best value in real estate, acquisition, and technology services to Government and the American people.

## **2.2 SCOPE**

FAS is developing a Common Acquisition Platform (CAP). The CAP Program is an IT and business strategy, not an IT solution. The scope of this task order is to assist the Government in developing a strategic path forward for CAP founded upon organizational change management, customer and stakeholder engagement and adoption, and the cultural transition into agile thinking and development. Taking into consideration organizational assessments and value propositions, support is required to establish the foundational strategy and framework upon which a sustainable, agile, and scalable platform is constructed. This effort is not limited to the

## SECTION 2 –PERFORMANCE BASED STATEMENT OF WORK

over 80 acquisition systems and/or applications and related processes currently managed by GSA. The contractor shall consider the entire universe of Government acquisition systems.

The following areas encompass the scope of the effort under this task order:

- Establishing governance processes for managing new requests and new processes
- Assisting in the development and maintenance of the target architecture for business processes and technology
- Establishing the framework for CAP day to day operations
- Assisting in the continuous improvement of the CAP program
- Establishing processes and frameworks for governing investments to recommend effective use of limited IT, financial, and human resources within GSA
- Assist with strategic planning and business prototyping to help define short term and long term vision, mission, objectives, and goals for the CAP program
- Implementation planning and business prototyping to achieve short term and long term strategic objectives and goals
- Support in implementing strategic plans
- Providing execution support to the CAP program
- Institutional transfer of knowledge and materials to Government staff and other support contractors for any information developed in support of this task order

Initially, the contractor shall build upon previously developed and ongoing initiatives, and align with other GSA efforts. As the CAP program evolves, further initiatives will be defined through the CAP strategy developed in conjunction with this task order. The contractor shall fully collaborate with additional efforts through the free flow of information. This includes coordinating with other support contractors and any future IT development efforts. The contractor shall work with the Government and other support contractors to ensure that cross pollination is consistent and supports the overall objective of CAP to be a holistic Government buying solution.

### **2.3 OBJECTIVE**

The objective of this task order is to help develop and execute a program strategy that will facilitate the roll out and adoption of CAP government-wide. The contractor shall employ a collaborative and iterative methodology for developing deliverables and problem solving with the goal of achieving a common CAP program vision.

### **2.4 TASKS**

As part of an overall requirement in support of the tasks that follow, the contractor shall provide an executable “road map” for accomplishing the CAP goals. This execution strategy shall contain appropriate methodology for ensuring accountability and smooth execution of the requirements identified within this Task Order.

Additionally, the contractor shall support the execution of the CAP program to provide GSA leadership with the ability to make strategic decisions on business opportunities.

#### **2.4.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT**



## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Statement of Work (SOW). The contractor shall identify a Project Manager (PM) by name who shall provide management, direction, administration, quality control, and leadership in the execution of this TO. The contractor shall participate in meetings, teleconferences, email correspondence, and other online collaborative systems to guide the project team to a successful project conclusion.

### **2.4.1.1 SUBTASK 1.1 – COORDINATE A PROJECT KICK-OFF MEETING**

The contractor shall schedule and coordinate a Project Kick-Off Meeting at the GSA office located at 1800 F Street N.W., Washington, D.C., unless otherwise directed by the Contracting Officer. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from GSA, the CO, COR and other relevant Government personnel.

The contractor shall provide meeting notes NLT5 days after the Kick-Off meeting.

### **2.4.1.2 SUBTASK 1.2 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)**

The contractor shall document all support requirements in a PMP. The PMP shall include the following elements:

- Project Management Approach
- Work Breakdown Structure (WBS)
- Responsibility Matrix to include all associated responsibilities and partnerships with Government organizations/personnel
- Schedule with milestones, tasks, and subtasks required in this Task Order

The contractor shall provide the Government with a draft PMP on which the Government will make comments. The final PMP shall incorporate the Government's comments.

The PMP is an evolutionary document that shall be updated, at a minimum, quarterly. The contractor shall work from the latest Government-approved version of the PMP. The contractor shall ensure its PMP is aligned with the CAP Integrated Master Schedule (IMS).

### **2.4.1.3 SUBTASK 1.3 – QUALITY ASSURANCE PLAN**

The contractor shall develop a QAP, integrated with the PMP. The contractor shall periodically update the QAP as changes are identified or are necessary.

The QAP provides for inspection of all services and deliverables to verify conformance with acceptability standards specified in the Task Order and industry best practices. The QAP is a living document and shall be revised by the contractor as conditions change.

The QAP shall contain:

- Provisions for responding to and incorporating technical directions and comments from the COR and TPOC

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

- Descriptions of techniques to be employed for producing and validating services and deliverables conforming to the acceptable quality standards in the Task Order
- A description of the methodology that shall be used to ensure the Government receives quality services

### **2.4.1.4 SUBTASK 1.4 – PREPARE A MONTHLY STATUS REPORT (MSR)**

The contractor PM shall develop and provide an MSR (Section 9-List of Attachments, Attachment B) via electronic mail to the TPOC and the COR. The MSR shall include the following:

- Activities during reporting period, by task (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- Personnel gains, losses, and status (security clearance, etc.).
- Government actions required.
- Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- Summary of trips taken, conferences attended, etc. (attach trip reports to this MSR for reporting period).
- Organizational Conflict of Interest (OCI) compliance statement

### **2.4.1.5 SUBTASK 1.5 – CONVENE TECHNICAL STATUS MEETINGS**

The contractor PM shall convene a Status Meeting every other week with the TPOC and other Government stakeholders and provide status updates on the work under this task order using a mutually agreed upon format.

The contractor PM shall convene a monthly Contract Activity and Status Meeting with the TPOC, COR, and other vital Government stakeholders. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the COR within 5 workdays following the meeting.

### **2.4.1.6 SUBTASK 1.6 – PREPARE TRIP REPORTS**

The Government will identify the need for a Trip Report when the request for travel is submitted. The contractor shall also keep a summary of all long-distance travel that includes the name of the employee, location of travel, duration of trip, point of contact (POC) at travel location, and general description of the trip purpose.

### **2.4.1.7 SUBTASK 1.7 – TRANSITION-OUT**

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

The contractor shall facilitate transition to Government personnel or an incoming contractor at the expiration of the Task Order. The contractor shall provide a Transition-Out Plan NLT 90 calendar days prior to expiration of the Task Order. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate contractor to contractor coordination to ensure a seamless transition.
- Transition of key personnel
- Schedules and milestones
- Actions required of the Government

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

During transition-out, the contractor shall convene a transition-out lessons learned meeting. The purpose of the meeting is to review the key challenges, risks, and any successes that were realized during each of the project phases, and to present any final recommendations to the Government to ensure successful implementation of CAP. The transition-out lessons learned meeting will take place NLT 30 calendar days prior to expiration of the Task Order and will include a detailed write up of meeting minutes and final recommendations.

### **2.4.2 TASK 2 – PROVIDE ORGANIZATIONAL SUPPORT**

The contractor shall provide support to the CAP organization. This includes the development of a comprehensive business plan, Program Management Office (PMO) structural definition, Standard Operating Procedures (SOPs), and business cases to support CAP initiatives. The primary objective under this task is to create the organizational capacity to effectively achieve the CAP goals.

#### **2.4.2.1 SUBTASK 2.1 – DEVELOP CAP BUSINESS PLAN**

The contractor shall develop the CAP program's initial business plan that will highlight the value proposition for CAP to be implemented as a standalone GSA portfolio. The contractor shall analyze the operating landscape and recommend the most effective path to achieve a successful business strategy for the program that shall include customers in partnering with GSA CAP development through a shared services strategy.

#### **2.4.2.2 SUBTASK 2.2 – DEVELOP CAP PROGRAM MANAGEMENT OFFICE (PMO)**

The contractor shall work with the CAP program to develop and stand up a PMO. This includes recommending a strategy for maintaining a superior workforce to implement and manage the

program, defining SOPs to maintain the program budget, and a strategy for day to day PMO operations. The contractor shall ensure that any deliverables created under this subtask align with any applicable GSA strategic plans and SOPs. The contractor shall provide execution support as defined by the Government during the life of the task order. The objective of this task is to create a PMO strategy that will respond to CAP's rapid growth.

**2.4.2.3 SUBTASK 2.3 – PROVIDE BUSINESS PLANNING SUPPORT**

The contractor shall provide ongoing business planning support to develop ad hoc business cases in support of CAP initiatives and investments. These business cases will be instrumental in executing upon different milestones throughout the establishment of the CAP program. The Government will use these business cases to support the growth and development of a robust digital common access platform. The contractor shall address the cost benefit and value added for the initiatives that are proposed. The contractor shall develop business prototypes to model operations for CAP initiatives. These business cases shall assist leadership in making strategic decisions regarding business opportunities.

**2.4.2.4 SUBTASK 2.4 - PROVIDE RISK MANAGEMENT STRATEGY SUPPORT**

The contractor shall provide risk management strategy support that will inform the CAP Risk Management Plan. The CAP Risk Management Plan will assist GSA in identifying potential risks (positive or negative) to successful implementation of the CAP solution. The contractor shall present recommendations for addressing these risks, and develop written procedures for a mechanism to estimate and prioritize the potential impact of identified risks.

**2.4.2.5 SUBTASK 2.5 – PROVIDE ORGANIZATIONAL CHANGE MANAGEMENT STRATEGY SUPPORT**

The contractor shall provide change management strategy support that will result in a comprehensive Organizational Change Management (OCM) Plan. This plan will help to ensure that different CAP milestones will be adopted by stakeholders both internal and external to GSA. This plan shall address obstacles to change, and have the overall objective of ensuring adoption of the CAP Program.

**2.4.2.6 SUBTASK 2.6 - PROVIDE OUTREACH AND STAKEHOLDER ENGAGEMENT STRATEGY SUPPORT**

The contractor shall provide outreach and stakeholder engagement strategy support that will result in a comprehensive Outreach Plan. The objective of this plan is to encourage stakeholders to increase their knowledge about the CAP vision and solution, and help market the benefits of a transition to a shared acquisition service solution. The contractor shall create and maintain a strategy for stakeholder awareness of the goals, objectives, and status of the CAP to ensure that stakeholder needs are being met. The contractor shall analyze behaviors, attitudes, and practices internal and external to GSA to identify risks to CAP development and implementation. The contractor shall assist in determining how to manage adoption of CAP government-wide with the emphasis on building a coalition and culture around CAP as a solution to achieve government-

wide spending control and management. The contractor shall support the development of a strategy that engages both internal and external stakeholders in co-designing and prototyping the CAP solution.

The contractor shall recommend actions to support ongoing outreach activities necessary for creating a successful organization and the eventual implementation of and rollout of the CAP solution. The overall objective is to effectively socialize the CAP solution: internally to GSA, across Government, and across the broader acquisition community.

### **2.4.3 TASK 3 – PROVIDE CAP PROGRAM GOVERNANCE SUPPORT**

The contractor shall provide support to establish and execute the sustainable CAP governance framework and organization. This framework will provide the capacity for the CAP program to manage and develop a target business and technical architecture. In this framework, the Governance Division will be able to engage with GSA and external stakeholders to manage change through a rigorous prioritization process for adoption, enhancement, integration, and termination of systems. As a part of this task, the contractor shall support the following in coordination with the Government and other contractors:

- Complete CAP Systems Inventory Matrix. A comprehensive list of GSA systems needs to be developed and reconciled with the CAP boundary definitions
- Complete Acquisition Process Map. A high level acquisition process map needs to be integrated with the systems inventory
- Complete baseline integrated Acquisition Data Dictionary, including interagency coordination
- A strategy for integrating Systems Matrix, Processes, and Data into a useful baseline and target architecture
- Define, scope, and implement Acquisition Data Governance (governing changes to Data Management Plan)
- Develop a Data Management Plan (Source Matrix, Taxonomy, standards, steward, owner, changes, etc.) and Support Development of Personas (define stakeholder and user roles, responsibilities, and requirements). Personas enable agile development based on distinct user types and profiles
- Definition and documentation of processes (e.g. intake, stage gate, validation, migration, etc.)
- In conjunction with GSA IT, define and document minimum required technology standards, use cases, integration methods, target architecture and principles, open source management strategy, API development, user experience guidelines, and models that support CAP goal achievement
- Change Control
- Communications Management
- Analytics Foundational Planning
- Management of cost, schedule and performance controls

The contractor shall help to ensure that the overall CAP objective of creating a better buying engine for Government is implemented throughout the support it provides under this task.

#### **2.4.3.1 SUBTASK 3.1 – DEVELOP AND MAINTAIN TARGET ARCHITECTURE**

The contractor shall develop and maintain an “as is” and target CAP business architecture. The contractor shall support the documentation of existing systems to develop an existing architecture. Subsequently, the contractor shall develop a target architecture that reflects CAP objectives. The contractor shall develop a gap analysis which will inform the evaluation process for adding new or existing systems or functionality to the CAP target architecture.

#### **2.4.3.2 SUBTASK 3.2 – ASSIST IN ESTABLISHING CHANGE MANAGEMENT PROCESS AND BOARD(S)**

The contractor shall assist in the development and establishment of formal change control process and board(s) to review, evaluate, and approve new processes and requirements. This will allow CAP to manage and prioritize changes and manage the impacts of cost, schedule and performance. The contractor shall develop effective rules of escalation to facilitate change through the governance framework of CAP.

#### **2.4.4 TASK 4 – PROVIDE BUSINESS OPERATIONS SUPPORT**

The contractor shall provide the Government with support to establish and execute a business operations framework for CAP. This framework shall facilitate day to day operations for all CAP processes, systems, and analytics. Once developed, the contractor shall assist the Government in execution of the business operations framework and support day to day operations. As a part of this task, the contractor shall take part in the following activities:

- Develop and employ requirements evaluation criteria
- Support and document the program management and level resourcing of people, systems, budget, time, dependencies
- Support development of change control including all components which impact operations, integration of technology, governance and process control
- Support development and review of business cases for project/program changes
- Support documentation of business and technical evaluation decision outcome
- Assist in the technical oversight of approved system development activities
- Support the migration from development to operations

#### **2.4.4.1 SUBTASK 4.1 – PROVIDE OPERATIONS MANAGEMENT SUPPORT**

The contractor shall provide operations management support to the CAP Business Operations and Analytics Division through expert project and program management, user services management and compliance. This includes for example development and execution of project management plans, risk management, traceability, change control, and management of the requirements intake, evaluation and data ingestion processes. The contractor shall develop and manage aspects of the CAP Service Level and Operations Level Agreements (SLA/OLAs) with

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

CAP stakeholders, and shall develop and maintain the program approach to risk management to include monitoring Service Level Agreements (SLAs). The contractor shall maintain operations management support through their Business Operations Plan.

The contractor shall ensure that all efforts are consistent with the CAP Governance framework and target architecture, Government statutes, policies, regulations and related guidance and that it supports the overall vision and strategy.

### **2.4.4.2 SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT**

The contractor shall expand upon the operational data management plan developed under Program Governance to address ingesting, storing, using, accessing, retaining, and reporting data. The contractor's approach shall be compliant with statute, regulation, and policy for proper management of data, and it shall be compliant with the CAP Governance framework and architecture. The contractor's data management plan shall be responsible, agile, innovative, and current with business and emerging trends. The plan shall address managing the full data lifecycle, and develop SOPs related to intake, evaluation, and usage of data. The contractor shall provide an operationally sound approach to the data management lifecycle which takes into account stewardship, sourcing and compliance of data.

### **2.4.4.3 SUBTASK 4.3 – PROVIDE ANALYTICAL SERVICES**

The contractor shall develop methodologies for creating a program wide analytics foundation to be used by GSA initially and then promulgated across Government. This would include such services as correlation, trend, link, time value, pricing, and cost modeling as well as analyzing specific program effectiveness or improvement opportunities. The contractor's methodologies should provide quantitative and qualitative analysis that will allow for the Government to make decisions that optimize CAP performance and provide stakeholder value. The contractor shall ensure its techniques are repeatable, validated, and provide agnostic assessments. These methodologies shall assist the Business Operations and Analytics Division in establishing a broad range of analytics services for CAP to assess program effectiveness and deliver as a future shared service.

### **2.4.5 TASK 5 – PROVIDE STRATEGIC PLANNING SUPPORT**

The contractor shall provide the Government with support in developing the strategy for the CAP program. This includes support in identifying the program vision, mission, objectives, goals, and individual metrics to support the broader value proposition for the development of the CAP. The contractor shall identify the milestones required to achieve a state where the CAP program will be capable of managing the paradigm shift to the CAP shared services model. The contractor shall develop and maintain an Integrated Master Schedule (IMS) that consolidates all other CAP program schedules and aligns with the overall CAP strategic plan.

The contractor shall develop all deliverables with a holistic view of the Government-wide acquisition lifecycle and system from defining agency needs and customer requirements to contract closeout. Any contractor developed metrics shall conform to an accepted methodology,

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

such as the Specific, Measurable, Actionable, Relevant, and Timely (SMART) methodology. The contractor shall employ a collaborative and iterative methodology for developing deliverables, prototyping of business strategies, and problem solving. The overall objective of this task is to provide the CAP program with the road map(s) to achieve development of the CAP program with the bandwidth to expand the scope to a larger interagency framework in future iterations.

### **2.4.5.1 SUBTASK 5.1 LONG-TERM STRATEGIC PLAN**

The contractor shall assist in developing a long term strategic plan that will encompass the vision, mission, objectives, goals, and individual metrics that will carry the CAP program through. This strategic plan will serve as the strategic road map to progress of CAP implementation government-wide. The contractor shall work with program staff to transform and/or develop service and organizational architectures designed by customer needs, business process, and leadership, using business prototyping to demonstrate concepts, obtain stakeholder feedback, and socialize future state services.

### **2.4.5.2 SUBTASK 5.2 – PROVIDE IMPLEMENTATION PLANNING SUPPORT**

The contractor shall assist in developing an actionable implementation plan for both short and long term strategic planning efforts. The contractor shall assist with development of an implementation plan that includes the following elements:

- Risk Management Strategy
- Organizational Change Management (OCM) Strategy
- Outreach and Stakeholder Engagement Strategy

The overall objective of this task is to assist CAP in establishing itself as the authoritative program and source for acquisition solutions across Government. This will take the form of building coalitions, leveraging pre-existing relationships and programs, and developing a culture of collaboration with internal and external Government stakeholders based upon viable, authoritative and high confidence level capabilities, utilities, references, materials and output.

### **2.4.6 TASK 6 – PROVIDE INSTITUTIONAL KNOWLEDGE TRANSFER**

The contractor shall conduct knowledge transfer sessions for all divisions and for all aspects of the engagement in order to ensure that Government personnel develop the institutional knowledge to effectively implement CAP using the plans and other tools that have been developed under this task order. The contractor shall make efforts to ensure that the Government has the necessary tools and materials to adopt the plans and deliverables developed under this Task Order.



### SECTION 3 - PACKAGING AND MARKING

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## SECTION 4 - INSPECTION AND ACCEPTANCE

### **4.1 PLACE OF INSPECTION AND ACCEPTANCE**

Inspection and acceptance of all work performance, reports, and other deliverables under this TO shall be performed by the TPOC and COR.

### **4.2 SCOPE OF INSPECTION**

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the COR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

### **4.3 BASIS OF ACCEPTANCE**

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's quote and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the COR.

### **4.4 DELIVERABLES**

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section 5 - Deliverables or Performance) from Government receipt of the deliverable.

Upon receipt of the Government comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

### **4.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT**

The CO/COR will provide written notification of acceptance or rejection (Section 9 – List of Attachments, Attachment I) of all final deliverables within 15 workdays (unless specified

#### SECTION 4 - INSPECTION AND ACCEPTANCE

otherwise in Section 5 - Deliverables or Performance). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

For deliverables provided under the FFP CLINs, the following statement applies: If the contractor does not provide deliverables that conform to the requirements of this TO, the Government will not pay the fixed price associated with the deliverables.

## SECTION 5 - DELIVERABLES OR PERFORMANCE

### **5.1 PERIOD OF PERFORMANCE**

The period of performance for this TO is a one year base period with four one year option periods.

### **5.2 PLACE OF PERFORMANCE**

The primary place of performance is the contractor site. Significant work requirements (meetings, consultations, reviews, etc.) will occur on a regular basis at GSA Headquarters located at 1800 F St NW, Washington, D.C. 20405. Limited long distance travel may occur under this task order, and must be approved in advance by the COR.

### **5.3 TASK ORDER SCHEDULE AND MILESTONE DATES**

The following schedule of milestones will be used by the COR to monitor timely progress under this TO. Many of the milestones align with the CAP objective to achieve a mandated Initial Operating Capability (IOC) by April of 2015. What constitutes IOC will be determined and documented through a cooperative effort between the contractor and the Government post-award within 30 day after task order award.

The following abbreviations are used in this schedule:

NLT: No Later Than

TOA: Task Order Award

All references to Days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall deliver the deliverables listed in the following table:

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Project Start (PS)	Section 2	At TOA
Kick-Off Meeting	2.4.1.1	Within 5 workdays of TOA
Project Management Plan – Draft	2.4.1.2	NLT 10 workdays after Kick-Off Meeting
Project Management Plan – Final	2.4.1.2	10 workdays after receipt of Government comments; to be updated quarterly at a minimum following acceptance
Quality Assurance Plan	2.4.1.3	NLT 10 workdays after Kick-Off Meeting, updated as required
Monthly Status Report	2.4.1.4	Monthly by the 15 <sup>th</sup> calendar day of the next month
Monthly Contract Activity and Status Meeting	2.4.1.4	Monthly to be agreed upon by the Government

SECTION 5 - DELIVERABLES OR PERFORMANCE

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Technical Status Meeting (TSM)	2.4.1.5	Bi-weekly to be agreed upon by the Government
TSM Minutes	2.4.1.5	NLT 5 workdays following Technical Status Meeting
Trip Report(s)	2.4.1.6	Within 10 workdays following completion of each trip
Transition-out plan	2.4.1.7	NLT 90 calendar days prior to expiration of the Task Order
Transition-out Weekly Status Meeting	2.4.1.7	Transition-out period only
Transition-out Lessons Learned	2.4.1.7	NLT 30 days prior to expiration of the task order
PMO Plan	2.4.2.2	Base Period as proposed in the PMP, updated as required
Business Plan	2.4.2.3	Base Period as proposed in the PMP, updated as required
CAP Risk Management Plan	2.4.2.4, 2.4.5.2	Base Period as proposed in the PMP, updated as required
Organizational Change Management (OCM) Plan	2.4.2.5, 2.4.5.2	Base Period as proposed in the PMP, updated as required
Outreach Plan	2.4.2.6, 2.4.5.2	Base Period as proposed in the PMP, updated as required
Acquisition Data Dictionary	2.4.3	Base Period as proposed in the PMP, baselined and performance reported monthly
Systems Inventory Matrix	2.4.3	Base Period as proposed in the PMP, updated as required
Acquisition Process Map	2.4.3	Base Period as proposed in the PMP, updated as required

## SECTION 5 - DELIVERABLES OR PERFORMANCE

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Analytics Foundational Plan	2.4.3	Base Period as proposed in the PMP, baselined and updated as required
Change Control Plan	2.4.3	Base Period as proposed in the PMP, updated as required
Communications Plan	2.4.3	TOA +90 days, updated as required
Baseline and Target Architecture	2.4.3, 2.4.3.1	Base Period as proposed in the PMP, baselined and updated as required
Data Management Plan	2.4.3, 2.4.4.2	Base Period as proposed in the PMP, updated as required
Implementation Plan (to include all sub-plans listed in Section 2.4.4)	2.4.4	Base Period as proposed in the PMP, updated as required
Business Operations Plan Operations Plan	2.4.4.1	TOA +90 days, updated as required
CAP Service Level Agreements (SLAs)	2.4.4.1	TOA +90days, updated monthly
CAP Integrated Master Schedule (IMS)	2.4.5	Base Period as proposed in the PMP, baselined and performance reported monthly
Long-Term Strategic Plan	2.4.5.1	Base Period as proposed in the PMP, updated as required
Copy of TO (initial award and all modifications)	5.3.1	Within 10 workdays of award

### **5.3.1 PUBLIC-RELEASE OF CONTRACT DOCUMENTS REQUIREMENT**

The contractor agrees to submit, within 10 workdays from the date of the CO's execution of the initial TO, or any modification to the TO, a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial

## SECTION 5 - DELIVERABLES OR PERFORMANCE

information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

### **5.3.2 DELIVERABLES MEDIA**

The contractor shall deliver all electronic versions by email and removable electronic media, as well as placing in the GSA's designated repository. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- |                 |               |
|-----------------|---------------|
| a. Text         | MS Word       |
| b. Spreadsheets | MS Excel      |
| c. Briefings    | MS PowerPoint |
| d. Drawings     | MS Visio      |
| e. Schedules    | MS Project    |

### **5.4 PLACE(S) OF DELIVERY**

Unclassified deliverables or correspondence shall be delivered to the CO or COR at the following address:

GSA FAS AAS FEDSIM  
ATTN: Victor White, COR  
1800 F St. NW  
Suite 3100  
Washington, DC 20405  
Telephone: (202) 308 8055  
Email: victor.white@gsa.gov

Copies of all deliverables shall also be delivered to the GSA TPOC at the following address:

**Contact Info to be provided post-award**

### **5.5 NOTICE REGARDING LATE DELIVERY/ PROBLEM NOTIFICATION REPORT (PNR)**

The contractor shall notify the COR via a Problem Notification Report (PNR) (Section 9 - List of Attachments, Attachment H) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

## **6.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The CO will appoint a COR in writing for each TO through a COR Appointment Letter that will be provided to the contractor upon award (Section 9, Attachment A). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

### **6.1.1 CONTRACT ADMINISTRATION**

Contracting Officer:

John Terrell  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (703) 605-2748  
Email: john.terrell@gsa.gov

Contracting Officer's Representative:

Victor White  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (202) 308 8055  
Email: victor.white@gsa.gov

Technical Point of Contact:

Provided after award.

## **6.2 INVOICE SUBMISSION**

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Task Order Number: 2014- 32823 (*from GSA Form 300, Block 2*)  
Paying Number: ACT # (*ACT/DAC NO.*) (*From GSA Form 300, Block 4*)  
FEDSIM Project Number: GS00671  
Project Title: CAP Foundational Support

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.



## SECTION 6 - CONTRACT ADMINISTRATION DATA

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Tracking and Ordering System (TOS) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Select *Vendor Support*, log in using your assigned I.D. and password, then click on *Create Invoice*. The TOS Help Desk should be contacted for support at 877-472-4877 (toll free). By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

### **6.3 INVOICE REQUIREMENTS**

The contractor shall submit a draft or advance copy of an invoice to the COR for review and approval prior to its submission to TOS. Receipts are provided on an as requested basis.

If the TO has different contract types, each should be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion.

#### **6.3.1 LABOR HOUR (LH) CLINs (for LABOR)**

The contractor may invoice monthly on the basis of cost incurred for the LH CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section 1 – Supplies or Services and Price/Costs), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category
- c. Employee labor category
- d. Monthly and total cumulative hours worked
- e. Corresponding ceiling rate
- f. Cost incurred not billed

#### **6.3.2 FIRM-FIXED-PRICE (FFP) CLINs**

The contractor may invoice as stated in Section 1 – Supplies or Services and Price/Costs for the FFP CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All costs shall be reported by CLIN element (as shown in Section 1 – Supplies or Services and Price/Costs) and shall be provided for the current invoice and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form

with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

### **6.3.3 OTHER DIRECT COSTS (ODCs)**

The contractor may invoice monthly on the basis of cost incurred for the ODC CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title and Interagency Agreement (IA) number. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions, in MS Excel format, are required.

- a. ODCs purchased
- b. Date delivery accepted by the Government
- c. Associated CLIN
- d. Project-to-date totals by CLIN
- e. Cost incurred not billed
- f. Remaining balance of each CLIN
- g. Indirect Handling Rate

### **6.3.4 TRAVEL**

The contractor may invoice monthly on the basis of cost incurred for cost of travel in accordance with the Federal Travel Regulation (FTR). The invoice shall include the period of performance covered by the invoice, the CLIN number and title, and the IA number. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs (rental car, air fare, etc.)
- j. Total charges
- k. Explanation of variances exceeding 10% of the approved versus actual costs
- l. Indirect handling rate

SECTION 6 - CONTRACT ADMINISTRATION DATA

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

### **7.1 KEY PERSONNEL**

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO. Therefore, the Government strongly encourages and will evaluate additional Key Personnel as proposed by the contractor as part of their overall strategy.

#### **Program Manager (PM)**

The Government desires that Key Personnel be assigned for the duration of the TO, as appropriate. Key Personnel may be replaced or removed subject to Section 7.1.2 - Key Personnel Substitution.

#### **7.1.1 PROGRAM MANAGER**

The contractor shall provide a Program Manager who is responsible for the day to day oversight of contractor personnel and task order performance. The PM shall have the authority to make commitments on behalf of the contractor regarding schedule, personnel, and performance, and shall be responsible for responding to Government issues, concerns, or problems. The PM should proactively address all Government concerns to the best of their ability.

It is desirable that the PM has the following qualifications:

- a. PM has a project management certification, such as PMI PMP.
- b. At least 10 years of experience in planning, directing, and managing complex projects or operations of a similar nature, size and scope as required under this task order;
- c. Management and supervision of employees of various labor categories and skills in projects similar in size and scope as referenced under this task order;
- d. Knowledge of, and experience with, configuration management and quality assurance concepts and guidelines, including familiarity with International Organization for Standardization (ISO) 9001:2000, Institute of Electrical and Electronics Engineers (IEEE), and the Carnegie Mellon’s Software Engineering Institute (SEI) CMMI standards;
- e. Experience with FAR regulations and requirements, and the various acquisition structures and processes that exist across Government;
- f. Familiarity with network design and operation, security and information assurance, software applications, development, management and design organization system architecture, IT security considerations, data architecture and analytics practices;
- g. Expert working knowledge of the Federal Enterprise Architecture (FEA) and other Government-wide standards, principles, and guidance relating to Service Oriented Architecture, Segment Architecture Development, Data Management, IT Security, and the Data Reference Models;
- h. Experience implementing business logic through IT.

#### **7.1.2 KEY PERSONNEL SUBSTITUTION**

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR. This notification shall be no later than 10 calendar days in advance of any proposed substitution and shall include

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by **FAR 52.249-6 Termination (Cost Reimbursement) Alt. IV** or FAR 52.249-8, Default (Fixed-Price Supply and Service).

### **7.2 GOVERNMENT-FURNISHED PROPERTY (GFP)**

The Government will provide contractor personnel with network access required to perform their work as necessary. On site personnel will also have network printer or multi-function device (MFD) access for official use. Contractor access to this Government furnished computer related equipment and networks is contingent on the individual possessing appropriate security credentials as outlined in Section 7.3.

### **7.3 SECURITY CONSIDERATIONS**

The contractor shall comply with GSA Order 2100.1 - "IT Security Policy", GSA Order ADM 9732.1C - "Suitability and Personnel Security", and OCHCO/OCIO HSPD-12 Personal Identity Verification and Credentialing Standard Operating Procedures (SOP). Background investigations are required for access to GSA information systems. The contractor shall adhere to all security-related laws, requirements and regulations that bind the Government.

The contractor shall comply with agency personal identity verification procedures that implement Homeland Security Presidential Directive - 12 Information Processing Standards Publication (FIPS PUB) Number 201. The contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a Federal Information system. Work on this project may require contractor personnel to have access to limited information to fully integrate financial, operational, procurement, and personnel data. The clearance is considered sensitive, but unclassified.

Contractor personnel working under this Task Order will not be required to have a security clearance. Selected contractor employees may be required to complete mandatory Security Awareness and Privacy Training (this training is often provided internally by GSA).

The contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of the task order. The contractor shall implement procedures to ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of sensitive Government information, data, and/ or equipment. The contractor's procedures shall be consistent with Government and GSA policies, including GSA Order 2100.1, Information Technology Security Policy (or most current version), OMB Memorandums & Circulars, FISMA, the Computer Security Act of 1987, and the Privacy Act.

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

### **7.4 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS**

#### **7.4.1 ORGANIZATIONAL CONFLICT OF INTEREST**

If the contractor has provided or is currently providing, or anticipates providing support to GSA that creates or represents an actual or potential organizational conflict of interest (OCI), the offeror shall immediately disclose this fact to the Contracting Officer in accordance with FAR Subpart 9.5. This disclosure shall occur regardless of whether the support provided was as the prime contractor, subcontractor, teaming partner or consultant on the effort. The contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the contractor (and any subcontractors, consultants or teaming partners) agrees to disclose information concerning the actual or potential conflict with any quote for any solicitation relating to any work in the TO. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5 and may require the offeror to submit a mitigation plan.

#### **7.4.2 OCI MANAGEMENT AND MITIGATION PLAN FOR FUTURE CAP ACQUISITIONS**

The Government expects to conduct future acquisitions in support of the CAP program that are outside the scope of this procurement. In order to maximize competition, the contractor shall propose an OCI management and mitigation plan applicable to future potential CAP acquisitions. This plan is in addition to the mitigation plan that could potentially be required as a result of section 7.4.1, which pertains to OCI concerns regarding past and existing work. At a minimum, the OCI management and mitigation plan should detail the offeror's approach for addressing the following areas:

1. Ensuring that personnel involved in this acquisition (from planning to performance to closeout) (as used herein, "Group A" personnel) remain separated (firewalled) from personnel involved in the offeror's efforts to compete for future CAP acquisitions ("Group B" personnel). An effective plan will address preventing attendance by Group A personnel at Group B meetings; physical and logical controls (including but not limited to passwords) sufficient to prevent access by Group B personnel to Group A computer drives, emails, documents and other communications pertaining to CAP, and vice versa; establishment of internal policies, supported by periodic training, to prevent informal ("water-cooler") sharing of information between the two groups.
2. Designation of an authority within the management chain responsible for the management of this OCI management program
3. Commitment to stay current on OCI law and adjust the program accordingly
4. Immediate reporting to GSA CO of any breaches to the mitigation plan
5. Periodic reporting to GSA CO of the status of the program in accordance with sections 2.4.1.4 and 5.3.

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

Should the contractor also submit a mitigation plan for an actual or potential OCI identified under the section 7.4.1, the contractor may, with the Contracting Officer's approval, merge that plan with the plan required under section 7.4.2, after award of the task order.

### **7.4.3 NON-DISCLOSURE REQUIREMENTS**

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Execute and submit an Corporate Non-Disclosure Agreement (NDA) Form (Section 9 - List of Attachments, Attachment F) prior to the commencement of any work on the TO, and
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or quote information, or source selection information.

All proposed replacement contractor personnel also must submit a Non-Disclosure Agreement and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

## **7.5 TRAVEL**

### **7.5.1 TRAVEL REGULATIONS**

Contractor costs for travel will be reimbursed at the limits set in the Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S. (see FAR 31.205-46).

### **7.5.2 TRAVEL AUTHORIZATION REQUESTS**

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have travel approved by the COR. Request shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization (TA) Request for Government review and approval. Changes to approved TAs that will result a cost that exceeds the TA estimate by 10% or more shall be resubmitted to the COR for approval. Long distance travel will be reimbursed for cost of travel in accordance with the FTR.

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN and IA associated with the travel.

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

### **7.6 INTELLECTUAL PROPERTY RIGHTS**

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in FAR 52.227-14 apply.



## SECTION 8 - CONTRACT CLAUSES

### **8.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

<b>FAR website: <a href="https://www.acquisition.gov/far/ClauseNo">https://www.acquisition.gov/far/Clause No</a></b>	<b>Clause Title</b>	<b>Date</b>
52.204-2	Security Requirements	(Aug 1996)
52.217-8	Option to Extend Services Fill-In Date:10 days	(Nov 1999)
52.217-9	Option to Extend the Term of the Contract Fill-In Date:30 days Fill-In Date:30 days Fill-In Date:5 years	(Mar 2000)
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	(Dec 2007)
52.232-22	Limitation of Funds	(Apr 1984)
52.244-6	Subcontracts for Commercial Items	(Dec 2010)
52.251-1	Government Supply Sources	(Aug 2010)
52.227-14	Rights in Data- General, Alternatives II and III	(Dec 2007)

### **8.2 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM) CLAUSES INCORPORATED BY REFERENCE**

The full text of a provision may be accessed electronically at:

GSAM website: <https://www.acquisition.gov/gsam/gsam.html>

<b>Clause No</b>	<b>Clause Title</b>	<b>Date</b>
552.232.25	Prompt Payment	(Nov 2009)
552.239-71	Security Requirements for Unclassified Information Technology Resources	(Jan 2012)

## SECTION 9 - LIST OF ATTACHMENTS

The information provided in Section 9 - List of Attachments is for reference only. The documents in Section 9 - List of Attachments are not intended to change the RFQ and any conflict therein should be resolved by referring and relying upon the RFQ. Because the Section 9 - List of Attachments reference materials may be outdated or contain information that has not been recently verified for accuracy, the Government does not warrant the accuracy of the information for purposes of this RFQ.

### 9.1 LIST OF ATTACHMENTS

Attachment	Title
A	COR Appointment Letter
B	Monthly Status Report
C	Travel Authorization Template (electronically attached .xls)
D	Consent to Purchase Template (electronically attached .xls)
E	Request to Initiate Purchase Template (electronically attached .xls)
F	Corporate Non-Disclosure Agreement
G	Acronym List
H	Problem Notification Report
I	Deliverable Acceptance-Rejection Report
J	CAP Organizational Structure
K	Quality Assurance Surveillance Plan (QASP)
L	Sample CAP OCI Monthly Compliance Statement
M	Project Staffing Plan Template (To be removed at time of award)
N	Key Personnel Qualification Matrix (To be removed at time of award)
O	Question and Answer Template (To be removed at time of award)

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT A COR Letter of Appointment**



Victor\_White\_CORLe  
tterofAppointment.doc

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT B**

**MONTHLY STATUS REPORT FOR (MONTH)**

**Contractor Name**  
**Task Order Number**  
Prepared by:  
**Reporting Period:**  
Page 1 of \_\_

**Monthly Status Report**

**Work Planned for the Month**

**Work Completed During the Month**

**Work Not Completed During the Month**

**Work Planned for Next Month**

**Contract Meetings**

Indicate the meeting date, meeting subject, persons in attendance and duration of the meeting.

**Deliverable Status**

**Issues/Questions/Recommendations**

**Risks**

Indicate potential risks, their probability, impact, and proposed mitigation strategy.

OCI Compliance Statement Attachment

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT C**

#### TRAVEL AUTHORIZATION TEMPLATE



Section J Attachment  
C- Travel Authorizatic

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT D**

#### **CONSENT TO PURCHASE TEMPLATE**



Section J Attachment  
D- Consent to Purcha

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT E**

#### **REQUEST TO INITIATE PURCHASE TEMPLATE**



Section J Attachment  
E-Request to Initiate I

## SECTION 9 - LIST OF ATTACHMENTS

### ATTACHMENT F

**NON-DISCLOSURE AGREEMENT  
BETWEEN  
U.S. GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT CENTER (FEDSIM)  
AND  
[CONTRACTOR]**

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20XX (the "Effective Date"), is by and between GSA and [CONTRACTOR].

**WHEREAS**, [CONTRACTOR] and GSA FEDSIM have entered into [Contract No.], Task Order No. [INSERT] for services supporting the [CLIENT AGENCY AND PROGRAM/PROJECT NAME];

**WHEREAS**, [CONTRACTOR] is providing [DESCRIPTION, e.g., consulting/professional IT, engineering] services under the Task Order;

**WHEREAS**, the services required to support [PROGRAM/PROJECT NAME] involve certain information which the Government considers to be "Confidential Information"<sup>1</sup> as defined herein;

**WHEREAS**, GSA desires to have [CONTRACTOR]'s support to accomplish the Task Order services and, therefore, must grant access to the Confidential Information;

**WHEREAS**, [CONTRACTOR] through its work at a Government site may have access to Government systems or encounter information unrelated to performance of the Task Order which also is considered to be Confidential Information as defined herein;

**WHEREAS**, GSA on behalf of [CLIENT AGENCY] desires to protect the confidentiality and use of such Confidential Information;

**NOW, THEREFORE**, for and in consideration of the mutual promises contained herein, the parties agree as follows:

- 1. Definitions.** "Confidential Information" shall mean any of the following: (1) "contractor bid or proposal information" and "source selection information" as those terms are defined in 41 U.S.C. § 2101; (2) the trade secrets or proprietary information of other companies; (3) other information, whether owned or developed by the Government, that has not been previously made available to the public, such as the requirements, funding or budgeting data of the Government; and *for contracts/orders providing acquisition assistance*, this term specifically includes (4) past performance information, actual/proposed costs, overhead rates, profit, award fee determinations, contractor employee data of contractors/contractors, methods or procedures used to evaluate performance, assessments, ratings or deliberations developed in an evaluation process, the substance of any discussions or deliberations in an evaluation process, and any recommendations or decisions of the Government unless and until such decisions are publicly announced. This term is limited to unclassified information.
- 2. Limitations on Disclosure.** [CONTRACTOR] agrees (and the [CONTRACTOR] Task Order personnel must agree by separate written agreement with [CONTRACTOR]) not to distribute, disclose or disseminate Confidential Information to anyone beyond the personnel identified in the [ATTACHED ADDENDUM], unless authorized in advance by the GSA Contracting Officer in writing. The Contracting Officer and [CLIENT POC] will review the Addendum to ensure it includes only those individuals to be allowed access to the information. The Addendum, which may be updated from time to time, is approved when signed by the GSA Contracting Officer and [CLIENT POC].

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<sup>1</sup> This does not denote an official security classification.



## SECTION 9 - LIST OF ATTACHMENTS

3. **Agreements with Employees and Subcontractors.** [CONTRACTOR] will require its employees and any subcontractors or subcontractor employees performing services for this Task Order to sign non-disclosure agreements obligating each employee/subcontractor employee to comply with the terms of this agreement. [CONTRACTOR] shall maintain copies of each agreement on file and furnish them to the Government upon request.
4. **Statutory Restrictions Relating to Procurement Information.** [CONTRACTOR] acknowledges that certain Confidential Information may be subject to restrictions in Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. § 2104), as amended, and disclosures may result in criminal, civil, and/or administrative penalties. In addition, [CONTRACTOR] acknowledges that 18 U.S.C. § 1905, a criminal statute, bars an employee of a private sector organization from divulging certain confidential business information unless authorized by law.
5. **Limitations on Use of Confidential Information.** [CONTRACTOR] may obtain Confidential Information through performance of the Task Order orally or in writing. These disclosures or this access to information is being made upon the basis of the confidential relationship between the parties and, unless specifically authorized in accordance with this agreement, [CONTRACTOR] will:
  - a) Use such Confidential Information for the sole purpose of performing the [PROGRAM/PROJECT] support requirements detailed in the Task Order and for no other purpose;
  - b) Not make any copies of Confidential Information, in whole or in part;
  - c) Promptly notify GSA in writing of any unauthorized misappropriation, disclosure, or use by any person of the Confidential Information which may come to its attention and take all steps reasonably necessary to limit, stop or otherwise remedy such misappropriation, disclosure, or use caused or permitted by a [CONTRACTOR] employee.
6. **Duties Respecting Third Parties.** If [CONTRACTOR] will have access to the proprietary information of other companies in performing Task Order support services for the Government, [CONTRACTOR] shall enter into agreements with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. [CONTRACTOR] agrees to maintain copies of these third party agreements and furnish them to the Government upon request in accordance with 48 C.F.R. § 9.505-4(b).
7. **Notice Concerning Organizational Conflicts of Interest.** [CONTRACTOR] agrees that distribution, disclosure or dissemination of Confidential Information (whether authorized or unauthorized) within its corporate organization or affiliates, may lead to disqualification from participation in future Government procurements under the organizational conflict of interest rules of 48 C.F.R. § 9.5.
8. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior or contemporaneous oral or written representations with regard to protection of Confidential Information in performance of the subject Task Order. This Agreement may not be modified except in writing signed by both parties.
9. **Governing Law.** The laws of the United States shall govern this agreement.
10. **Severability.** If any provision of this Agreement is invalid or unenforceable under the applicable law, the remaining provisions shall remain in effect.

In accordance with Public Law No. 108-447, Consolidated Act, 2005, the following is applicable:

These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 12958; section 7211 of title 5, United States Code (governing disclosures to Congress); section 1034 of title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); section 2302(b)(8) of title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the

## SECTION 9 - LIST OF ATTACHMENTS

Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including sections 641, 793, 794, 798, and 952 of title 18, United States Code, and section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive order and listed statutes are incorporated into this agreement and are controlling.

- 11. Beneficiaries.** If information owned by an individual or entity not a party to this agreement is disclosed or misappropriated by [CONTRACTOR] in breach of this agreement, such information owner is a third party beneficiary of this agreement. However, nothing herein shall create an independent right of action against the U.S. Government by any third party.

IN WITNESS WHEREOF, GSA and [CONTRACTOR] have caused the Agreement to be executed as of the day and year first written above.

UNITED STATES GENERAL SERVICES ADMINISTRATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

[CONTRACTOR]

\_\_\_\_\_  
Name\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\*Person must have the authority to bind the company.

## SECTION 9 - LIST OF ATTACHMENTS

**ADDENDUM TO  
NON-DISCLOSURE AGREEMENT  
BETWEEN  
U.S. GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT (FEDSIM)  
AND  
[CONTRACTOR]**

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010 (the “Effective Date”), is by and between GSA and [CONTRACTOR].

List of personnel (reference Section 2, Limitations on Disclosure, in Non-Disclosure Agreement):

- 1.
- 2.
- 3.
- 4.

IN WITNESS WHEREOF, GSA and [CONTRACTOR] have caused the Agreement to be executed as of the day and year first written above.

UNITED STATES GENERAL SERVICES ADMINISTRATION

\_\_\_\_\_  
Name  
Contracting Officer

\_\_\_\_\_  
Date

[CLIENT AGENCY]

\_\_\_\_\_  
Name  
[CLIENT POC TITLE]

\_\_\_\_\_  
Date

[CONTRACTOR]

\_\_\_\_\_  
Name  
[CONTRACTOR POC TITLE]

\_\_\_\_\_  
Date

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT G**

#### **LIST OF ACRONYMS**

CAF	Contract Access Fee
CAP	Common Acquisition Platform
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CO	Contracting Officer
COR	Contracting Officer's Representative
CPAF	Cost-Plus-Award-Fee
CPARS	Contractor Performance Assessment Reporting System
CPFF	Cost-Plus-Fixed-Fee
CTP	Consent to Purchase
EIT	Electronic and Information Technology
EST	Eastern Standard Time
FAR	Federal Acquisition Regulation
FEDSIM	Federal Systems Integration and Management Center
FFP	Firm-Fixed-Price
FOIA	Freedom of Information Act
FSS	Federal Supply Schedule
FTR	Federal Travel Regulation
GFI	Government-Furnished Information
GFP	Government-Furnished Property
GSA	General Services Administration
GSAM	General Services Administration Acquisition Manual
IA	Interagency Agreement
IAE	Integrated Award Environment
IDES	Integrated Disability Evaluation System
IT	Information Technology
IMS	Integrated Master Schedule
JTR	Joint Travel Regulation
MAS	Multiple Award Schedule
MS	Microsoft
MSR	Monthly Status Report
NCR	National Capital Region
NDA	Non-Disclosure Agreement

## SECTION 9 - LIST OF ATTACHMENTS

NLT	No Later Than
NSP	Not Separately Priced
NTE	Not-to-Exceed
OCI	Organizational Conflict of Interest
OCM	Organizational Change Management
ODC	Other Direct Costs
OLA	Operations Level Agreements
PM	Program/Project Manager
PMO	Program Management Office
PMP	Project Management Plan
PNR	Problem Notification Report
POC	Point of Contact
PPIRS	Past Performance Information Retrieval System
PS	Project Start
Q&A	Question and Answer
QAP	Quality Assurance Plan
QASP	Quality Assurance Surveillance Plan
RFQ	Request for Quote
RIP	Request to Initiate Purchase
SF	Standard Form
SLAs	Service Level Agreements
SMART	Specific, Measurable, Actionable, Relevant, and Timely
SOP	Standard Operating Procedures
SOW	Statement of Work
TBD	To Be Determined
TEB	Technical Evaluation Board
TO	Task Order
TOA	Task Order Award
TOS	Tracking and Ordering System
TPOC	Technical Point of Contact
TSM	Technical Status Meeting
U.S.	United States
U.S.C.	United States Code
UIC	Unit Identification Code

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT H**

**PROBLEM NOTIFICATION REPORT**

TASK ORDER NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Nature and sources of problem:
2. COR was verbally notified on: (date) \_\_\_\_\_
3. Is action required by the Government? Yes \_\_\_\_\_ No \_\_\_\_\_
4. If YES, describe Government action required and date required:
5. Will problem impact delivery schedule? Yes \_\_\_\_\_ No \_\_\_\_\_
6. If YES, identify what deliverables will be affected and extent of delay:
7. Can required delivery be brought back on schedule? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Describe corrective action needed to resolve problems:
9. When will corrective action be completed?
10. Are increased costs anticipated? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Identify amount of increased costs anticipated, their nature, and define Government responsibility for problems and costs:

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT I**

**DELIVERABLE ACCEPTANCE/REJECTION FORM**

Dear (insert name of COR)

Please review the deliverable identified below, sign and date, and provide any comments either in the space provided or on an attached form. Comments are due by **XX/XX/20XX**.

DELIVERABLE NAME:

AGENCY NAME:

PROJECT NAME:

FEDSIM TASK ORDER/CONTRACT NUMBER:

FEDSIM PROJECT NUMBER:

DELIVERABLE DUE DATE:

I have reviewed the aforementioned document and have:

- ☐ Accepted it without comments
- ☐ Accepted it with comments
- ☐ Rejected it with comments

COMMENTS:

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT J**

**CAP ORGANIZATIONAL STRUCTURE**



CAP  
Organization.docx



## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT K**

#### **QUALITY ASSURANCE SURVEILLANCE PLAN**



GSC-QFOB-14-32823  
QASP CAP FS V2.0.doc

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT L**

#### **Sample CAP OCI Monthly Compliance Statement**



Sample CAP FS OCI  
Monthly Compliance S

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT M**

#### **PROJECT STAFFING PLAN TEMPLATE (To be removed at time of award)**



Section J Attachment  
M- Project Staffing Pl

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT N**

#### **Key Personnel Qualification Matrix (To be removed at time of award)**

EXAMPLE - The following is an example of how the matrix shall map to Section H of the task order. The example detailed below describes a case in which the task order requires a Senior Network Engineer:

H.X.X.X Senior Network Engineer

It is desirable that the Senior Network Engineer have significant experience managing the design, development, implementation, testing, and maintenance of large (over 100 servers, 1000 workstations, and 10 locations) local and wide area networks in a secure Federal Government environment. The Senior Network Expert should have IRM experience managing an integrated network with a diversity of users. The individual should be functionally proficient in the operations and maintenance of local, metropolitan, and wide area networks using automated network management tools, responding to both client and user requests for applications assistance and network modifications and enhancements. The Senior Network Engineer should have experience supervising at least thirty network support staff of various job categories and skills. The Senior Network Engineer should have broad-based skills and experience managing the migration of separate networks into single WAN, performing routine system maintenance and troubleshooting, managing the installation of software upgrades, maintaining network performance, and recommending enhancements.

The contractor for this example is proposing John Smith as a Senior IT Analyst. The Key Qualification Matrix would be formatted as follows:

## SECTION 9 - LIST OF ATTACHMENTS

### **KEY PERSONNEL QUALIFICATIONS MATRIX**

Proposed Personnel Name: John Smith

Proposed meets the TO requirements (per H.X.X.X) for: Senior Network Engineer

Proposed meets the requirements of the Basic Contract for Labor Category: Senior IT Analyst

Proposed meets the TO Clearance Level requirements: Not a requirement for this position

Proposed person is available to begin work on the start date designated in Section F.

<b>Requirements</b>	<b>Years of Experience</b>	<b>Description of qualifications and experience</b>
<b>RFQ 7.2</b>		
Experience managing the design, development, implementation, testing, and maintenance of large (over 100 servers, 1000 workstations, and 10 locations) local and wide area networks in a secure Federal Government environment		
IRM experience managing an integrated network with a diversity of users		
Functionally proficient in the operations and maintenance of local, metropolitan, and wide area networks using automated network management tools, responding to both client and user requests for applications assistance and network modifications and enhancements		
Experience supervising at least thirty network support staff of various job categories and skills		
Broad-based skills and experience managing the migration of separate networks into a single WAN, performing routine system maintenance and troubleshooting, managing the installation of software upgrades, maintaining network performance, and recommending enhancements		

Note: Multiple pages for qualifications are acceptable.

See page limitations in section 11.7.2.

END OF EXAMPLE

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT O**

#### **Question and Answer Template (To be removed at time of award)**



Question and  
Answer template.doc

SECTION 10 - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF  
OFFERORS OR RESPONDENTS

This page intentionally left blank.

**11.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE  
(FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation of offer. The solicitation provisions and/or contract clauses are available in either HTML or PDF format at:

<http://www.acquisition.gov/far>.

Provision No	Provision Title	Date
52.215-1	Instructions to Offerors-Competitive Acquisition	(Jan 2004)
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Alternate IV	(Oct 2010)
52.232-38	Submission of Electronic Funds Transfer Information with Offer	(May 1999)

**11.2 GENERAL INSTRUCTIONS**

- a. Offerors shall furnish the information required by this solicitation. A Standard Form (SF) 18, "Request for Quotation," completed and signed by the offeror, Block 14, constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the SF 18 must be executed by a representative of the offeror authorized to commit the offeror to contractual obligations.
- b. Offerors are expected to examine this entire solicitation document including the Contract. Failure to do so will be at the offeror's own risk.
- c. The Government may make award based on initial offers received, without discussion of such offers. Quotes shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in quotes is prescribed in 18 U.S.C. 1001.
- d. Offerors submitting restrictive data will mark it as follows in accordance with the FAR 52.215-1, Instructions to Offerors - Competitive Acquisition, which is incorporated by reference. Clause 52.215-1 states: "Offerors who include in their proposals data they do not want disclosed to the public for any purpose or used by the Government except for evaluation purposes, shall –

Mark the title page with the following legend:

"This quote includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed--in whole or in part--for any purpose other than to evaluate this quote or quotation. If, however, a TO is awarded to this offeror as a result of--or in connection with--the submission of this data, and the Government incorporates the quote as part of the award, the Government shall have the right to duplicate, use, or disclose the data. Also, this restriction does not limit the



Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to the restriction is contained in sheets (insert numbers or other identification of sheets)"; and

Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this quote."

- e. The Government assumes no liability for disclosure or use of unmarked data and may use or disclose the data for any purpose. Unless restricted, information submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).
- f. The authorized negotiator or the signatory of the SF 18 will be notified of the date and time of the oral technical quote presentation. Offerors shall provide the name of the individual, the position title, telephone number, fax number, and electronic mail address of that individual.

### **11.3 SUBMISSION OF QUESTIONS**

Offerors are requested to submit their questions grouped by solicitation Section and make reference to the particular Section/Subsection number. Questions must be received before the date specified for receipt of questions using the format in Section 9, Attachment O.

**Questions or requests for extension submitted after the cut-off date will not be considered.**

Any information given to a prospective offeror concerning this solicitation will be furnished promptly to other prospective offerors as an amendment to the solicitation.

### **11.4 GENERAL INFORMATION**

The total estimated ceiling amount of the TO is between \$37.4 million and \$41.5 million. The estimate does not include FFP CLINs, Tools, Long Distance Travel, and ODCs; it only pertains to the total value of CLINs X0002. ODCs on this TO are subject to the \$3,000 cost limitation.

### **11.5 SUBMISSION OF OFFERS**

Each offer shall be in three parts.

The offeror shall submit all parts on the due date indicated in the Cover Letter.

Part I is the written Price quote and shall contain the following:

- a. Request for Quotation (SF 18) (TAB A)
- b. Supplies or Services and Prices (TAB B)
- c. Price Supporting Documentation (TAB C)
- d. Subcontractor Supporting Documentation (TAB D)
- e. Cost/Pricing Assumptions (TAB E)
- f. Organizational Conflict of Interest Statement (TAB F)
- g. OCI Management and Mitigation Plan for future CAP acquisitions (TAB G)
- h. Contractor Registration (TAB H)

i. Price Explanation (TAB I)

Part II is the written Technical quote and shall contain the following:

- a. Project Staffing Plan Table (TAB AA) (no limit)
- b. Key Personnel Qualification Matrix, including Letters of Commitment (TAB BB) (limited to six pages for each Key Person, including additional Key Personnel proposed by the offeror; the Letter of Commitment counts as one of those six pages)
- c. Corporate Experience (TAB CC) (limited to five pages per experience reference)
- d. Assumptions (if any) (TAB DD)

Pass/Fail criteria are part of this submission. See Section 12.4.

Part III is the separately bound slides for the oral technical quote presentation and shall contain the following:

- a. Technical and Management Approach
  - o Methodology for ensuring accountability and smooth execution of the requirements identified within this Task Order
  - o Understanding of CAP's Environment and Challenges
- b. Key Personnel and Project Staffing
- c. Corporate Experience

The CO will schedule the oral technical quote presentations after all offers are received. The oral technical quote presentation shall contain the information shown above.

**11.6 SUBMISSION OF THE WRITTEN PRICE QUOTE (PART I)**

Written Price Quotes shall be submitted as one written original and two electronic copies (CD or DVD). The offeror shall submit all proposed costs using Microsoft Excel software utilizing the formats without cells locked and include all formulas. The quote shall contain the following tabs:

- a. Request for Quotation (SF 18) (Tab A). When completed and signed by the offeror, constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the form must be executed by representatives of the offeror authorized to commit the offeror to contractual obligations. Offerors shall sign the SF 18 in Block #14.
- b. Supplies or Services and Prices/Costs (Tab B). The offeror shall indicate the price to be charged for each item in Section 1 - Supplies or Services and Price/Costs rounded to the nearest whole dollar.
- c. Price Supporting Documentation (Tab C). The information requested in the quote is required to enable the Government to perform a cost or price analysis. The offeror shall prepare one summary schedule (Section 1 – Supplies or Services and Prices/Costs) which provides the total NTE amount for each CLIN and the total NTE price offered. Along with the summary schedule, the offeror is required to provide full back-up documentation for each CLIN and proposed Task Area. The back-up documentation shall detail the labor categories to be used, labor hours proposed by category, and material and equipment costs, and a total cost breakdown (to include a summary total for each cost

component, e.g., labor, overhead, or general and administrative) to support product price information. The offeror shall identify the discounts offered by the offeror and/or the offeror's teaming partners(s).

- d. Subcontractor and/or Teaming Partner Supporting Documentation (Tab D). Both teaming and subcontracting are permissible under this RFQ. If a teaming arrangement is proposed, each teaming partner shall provide a copy of their applicable GSA Schedule Contract to substantiate the rates offered. If subcontracting is proposed, all labor and materials proposed must be contained within the prime contractor's GSA Schedule Contract. Furthermore, the prime contractor shall disclose to the Government's CO a copy of the subcontract pricing, terms and conditions, or teaming agreement. The Government will evaluate the acceptability of any subcontracting or teaming arrangement as part of its evaluation of price. Failure to provide complete supporting documentation may result in no further consideration of the offeror's quote. Subcontractors may submit proprietary data directly to the CO or through the prime contractor in a separate, sealed envelope.
- e. Cost/Pricing Assumptions (Tab E). Offerors must submit, under a separate tab, all (if any) assumptions upon which the Cost/Price Quote is based.
- f. Organizational Conflict of Interest Statement (Tab F). The offeror shall complete and sign an OCI Statement in which the offeror (and any subcontractors, consultants, or teaming partners) disclose information concerning actual or potential OCI affecting the offeror's quote or any work related to this RFQ, as it relates to the provisions of Section 7.4.1. The statement should be accompanied by the offeror's plan for mitigation, avoidance, or neutralization, if appropriate.
- g. OCI Management and Mitigation Plan for future CAP acquisitions(Tab G). The offeror shall provide an OCI mitigation and management plan applicable to future potential CAP acquisitions, in accordance with section 7.4.2
- h. Contract Registration (Tab H). The offeror shall submit a statement that the contract vehicle under which this quote is being submitted has been registered in TOS (<https://portal.fas.gsa.gov>) and that all information in TOS is up-to -date.
- i. Price Explanation (Tab I). The offeror shall describe why the total price of the TO is above or below the range in Section 11.4, if necessary. The offeror shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the quote the offeror would like the Government to consider as the justification for the deviation from the range.

**Pursuant to Section 11.6, offerors shall not include any price data in the technical quote.**

## **11.7 SUBMISSION OF THE WRITTEN TECHNICAL QUOTE, PART II**

Each offeror shall submit all information described in the following paragraphs. The offeror shall provide one written original, four written copies, and two electronic copies (CD or DVD) containing all required Sections of this Part. Please note that that the written technical quote shall be separately bound from the oral technical presentation slides as stated in Section 11.9.

### **11.7.1 PROJECT STAFFING PLAN TABLE (TAB AA)**

The offeror shall provide a Project Staffing Plan Table in accordance with the Project Staffing Plan Table Template contained in Section 9 - List of Attachments, Attachment M. The submission shall contain all individuals that will be working on this effort. All Key Personnel proposed shall be available to begin work immediately on the Project Start Date.

If the names of all non-Key Personnel are not known prior to offer submission, the offeror may indicate "to be determined" in the Project Staffing Plan Table. The names of non-Key Personnel are the only identifiers that may remain unspecified in the Project Staffing Plan Table. The names of all non-Key Personnel that can be provided shall be provided.

### **11.7.2 KEY PERSONNEL QUALIFICATION MATRIX (TAB BB)**

The offeror shall submit a Key Personnel Qualification Matrix for each Key Person proposed relating the specialized experience identified in Section 7.1 of this TO and the qualifications of the person or persons being proposed for that position. For those additional Key Personnel proposed, the offeror shall identify the specialized experience and the corresponding qualifications that are appropriate for performing the task in this RFQ. Each Key Personnel Qualification Matrix shall be limited to six pages, including the Letter of Commitment. The offeror shall represent the following:

- a. All Key Personnel meet the requirements of the offeror's MOBIS Contract and associated Schedule.
- b. All Key Personnel meet the requirements of the TO, including security requirements in Section 7.3.
- c. All Key Personnel named are available to begin work on the Project Start Date.
- d. Letter of Commitment, signed by each proposed Key Person at the proposal submission due date.

### **11.7.3 CORPORATE EXPERIENCE (TAB CC)**

The offeror shall provide Corporate Experience for three projects/programs performed within the last five years, of which two were performed by the prime contractor that will perform this effort. Corporate Experience is required for the prime; it can be augmented by subcontractors and/or team members. Each of these three projects/programs must be similar in size, scope, **and** complexity to the requirements identified in Section 2 - Statement of Work. Responses shall be limited to five pages per experience reference.

### **11.7.4 TECHNICAL ASSUMPTIONS (TAB DD)**

Offerors shall identify and address assumptions affecting the technical quote citing the component(s) of the quote to which they pertain.

The Government reserves the right to reject any quote that includes any assumption that adversely impacts the Government's requirements.

## **11.8 DELIVERY INSTRUCTIONS**

Offerors shall deliver written quotes and receive acceptance from:

Meredith Kozera  
GSC-QF0B-14-32823  
FEDSIM Project Number: GS00671  
GSA FAS AAS FEDSIM  
1800 F St NW  
Suite 3100  
Washington, DC 20405

Quotes not received by 11:00 a.m. Eastern Time (ET) on the date stated in the Cover Letter will not be considered.

### **11.9 PART III – ORAL TECHNICAL QUOTE PRESENTATION**

Each offeror shall make an oral technical quote presentation and participate in a question and answer (Q&A) session led by the CO and participated in by the Technical Evaluation Board (TEB) Members and other representatives of the Government. The offeror must be prepared to answer questions about the oral technical quote presentation and the written technical quote in the Q&A session. The oral technical quote presentation and Q&A session will be held at the unclassified level. The oral technical quote presentation will be used to assess the offeror's capability to satisfy the requirements set forth in the RFQ. The offeror's oral technical quote presentation shall contain the information in Section 11 - Instructions, Conditions, and Notices to Offerors and Respondents.

The contents of all quotes will be delivered to FEDSIM at the same time. The oral technical quote presentation, Part III, shall be separately bound from Parts I and II.

Oral technical quote presentation slides presented that differ from slides delivered with the technical quote will not be evaluated.

#### **11.9.1 ORAL TECHNICAL QUOTE PRESENTATION CONSTRAINTS**

The offeror shall identify the authors of the presentation by name and association with the offeror. Attendance at the presentation and the subsequent Q&A session shall be limited to the offeror's Key Personnel (all Key Personnel are required to attend) and no more than three additional corporate representatives of the offeror. An offeror's "Key Personnel" includes only those persons who will be assigned to the TO as Key Personnel as described in Section 7 - Special Contract Requirements. Three additional people (e.g., CEO's, company presidents, or contract representatives) from the offeror may attend, but will not be allowed to participate in the presentation. Any of the three additional personnel may make a brief introduction which will not be evaluated, but will count towards the offeror's allotted time. For the remainder of the presentation, only Key Personnel shall present.

The offeror will be given 15 minutes for set up. After opening remarks by the Government, the offeror will be given up to 60 minutes to present. The presentation will be stopped precisely after 60 minutes.

Upon completion of the presentation, the Government will caucus to formulate any questions regarding the technical quote. The Government and offeror will then address any questions or clarifications posed by the CO or the TEB Chairperson. The offeror may briefly caucus in the room to coordinate responses to specific requests for clarification. The total presentation, caucus

and clarification session may last approximately three to four hours. The CO and the TEB Chairperson will be responsible for ensuring the schedule is met and that all offerors are given the same opportunity to present and answer questions.

### **11.9.2 ORAL TECHNICAL QUOTE PRESENTATION MEDIA**

There is no limit to the number of slides that can be presented during the oral technical presentation, but only those slides actually presented during the oral presentation will be considered for evaluation. Offerors need to address points on each slide to be considered.. Any slides over and above those presented during the oral presentation will be returned to the offeror and will not be evaluated as part of this source selection. No other media may be used. Presentation media is limited to computer-based graphics of the offeror's choice or normal viewgraph slides displayed using an appropriate projector. Unobtrusive company logos or names can be inserted in any or all slides. Slides should be sequentially numbered in the lower right corner. Transition effects shall not be used. The slides shall not contain any fonts smaller than a proportionally spaced font (such as Times New Roman) of at least 12 point.

Except for the screen provided in the conference room, the Government will provide no equipment. The offeror shall be responsible for any equipment necessary for the presentation.

### **11.9.3 ORAL TECHNICAL QUOTE PRESENTATION SCHEDULING**

The CO will schedule the oral technical quote presentation with the authorized negotiator or the signatory of the SF 18. Time slots will be assigned randomly and may not be changed or traded. The Government reserves the right to reschedule any offeror's oral technical quote presentation at its sole discretion.

Oral Technical Quote Presentations will be given at facilities designated by the CO. The exact location, seating capacity, and any other relevant information will be provided when the presentations are scheduled.

### **11.9.4 RECORDING OF THE ORAL TECHNICAL QUOTE PRESENTATION**

The offeror may **not** record or transmit any of the oral presentation process. All offeror's electronic devices shall be removed from the room while the Government is caucusing after the oral presentation.

### **11.9.5 ORAL TECHNICAL QUOTE PRESENTATION TOPICS**

The Government does not expect the offeror to provide a thorough presentation of those items already submitted in writing in Part II. Instead, the offeror shall address this information under the topics provided. The oral technical quote presentation shall include the following topics, and be organized in the following order (The Subtopics listed below may be presented in whatever order the offeror prefers):

- a. Topic 1: Technical and Management Approach
  - 1. Subtopic 1: Methodology for ensuring accountability and smooth execution of the requirements identified within this Task Order
  - 2. Subtopic 2: Understanding of CAP's Environment and Challenges
- b. Topic 2: Key Personnel and Project Staffing

c. Topic 3: Corporate Experience

**11.9.5.1 TECHNICAL AND MANAGEMENT APPROACH (TOPIC 1)**

The offeror shall identify the Management Approach, techniques, and tools that the offeror will use to accomplish the requirements identified in this solicitation. The offeror shall tailor the management approach to achieve the requirements as identified in Section 2 - Statement of Work. The Management Approach shall describe the following:

- a. The methodology and techniques to be used in fulfilling the CAP Program implementation requirements as outlined in the Statement of Work.
- b. The offeror's approach for providing program management support.
- c. The offeror's approach/ability to react to the client's requirements and the dynamics of a rapidly changing world and mission environment through dedicated resources, quick responses, and flexibility when determining information technology solutions.
- d. The offeror's methodology for maintaining the expertise of personnel.
- e. The offeror's approach/process for customer relationship management and problem escalation.

**11.9.5.2 KEY PERSONNEL AND PROJECT STAFFING (TOPIC 2)**

During the oral presentation, the offeror shall discuss their project staffing approach, describing the project staffing strategy, rationale for the proposed labor mix, and the experience, skill, and qualifications of the proposed personnel. For those additional Key Personnel proposed, the offeror shall identify the specialized experience and the corresponding qualifications for this experience. . The offeror shall specifically address the following:

- a. Rationale for choosing the Key Personnel. Describe how each Key Person would be involved in each task/subtask and how their qualifications and experience uniquely qualify them for the Key Personnel positions described in Section 7 – Special Contract Requirements.
- b. Strategy for maintaining required support levels, to include on boarding and personnel transition management.
- c. Approach to hiring, retaining and replacing appropriately cleared personnel throughout the life of this TO.

**11.9.5.3 CORPORATE EXPERIENCE (TOPIC 3)**

The offeror shall discuss its Corporate Experience that reflects/identifies experience on projects that are similar in size, scope, and complexity to the requirements contained in the Section 2 Statement of Work of the RFQ. The offeror shall discuss the scope of work, the period during which the work occurred, the dollar value of the work performed, the client and project, the specific responsibilities of the offeror, major deliverables produced, performance measures/service levels applied, and any problems or issues that occurred and the corrective action taken. The TEB will view prime work more favorably than subcontractor work.

## **12.1 METHOD OF AWARD**

The Government anticipates awarding a TO to the offeror whose quote is the most advantageous to the Government, price and other factors considered. Technical quotes will be evaluated based on the factors described in Section 12.4. All evaluation factors other than price, when combined, are significantly more important than price. Award will be made to the offeror whose quote is determined to be the best value for the Government.

Quotes shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in quotes is prescribed in 18 U.S.C. 1001.

## **12.2 EXPLANATION FOR BASIS OF AWARD**

This award will be made under FAR 8.4; formal debriefings will not be conducted. In accordance with 8.405-2(d), a brief explanation of the basis for the award decision shall be provided upon request within five calendar days after notice of award.

## **12.3 PRICE QUOTE EVALUATION**

The offeror's written price quote will be evaluated by the Government. Prices that are excessively high or low (without sufficient justification) may be considered unrealistic and unreasonable and may receive no further consideration. Any quote that is not within the estimated price range provided, shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the quote the offeror would like the Government to consider as the justification for the deviation from the range. A determination of price realism and reasonableness will also include a determination by the CO that proper discounts have been offered commensurate with maximum order thresholds for prime contractors and teaming partners and in accordance with subcontractor arrangements. The Government reserves the right to reject any quote that includes any assumption that adversely impacts the Government's requirements.

The Government will evaluate each price quote for the realism and reasonableness of its pricing. The price realism determination will look at the labor mix and hours proposed. Price reasonableness will be determined by looking at whether the total price is reasonable, since labor and material rates set forth in GSA Schedule contracts are deemed fair and reasonable under FAR 8.404(d). Also, the Government will consider team discounts that are required to remain in effect for the period of performance of the TO.

### **12.3.1 ORGANIZATIONAL CONFLICT OF INTEREST**

Tab F will be evaluated to assess whether or not an actual or potential OCI exists. If an actual or potential conflict of interest is identified that cannot be mitigated, avoided, or waived in accordance with FAR Part 9.5, that offeror will be ineligible for award. The offeror shall include an OCI mitigation strategy for this acquisition in accordance with Section 7.4.1 if there is a concern that an OCI may exist. Any mitigation strategies will be evaluated in order to determine whether OCI concerns would be mitigated through the strategy proposed.



### **12.3.2 OCI MANAGEMENT AND MITIGATION PLAN FOR FUTURE CAP ACQUISITIONS**

Tab G will be evaluated to assess the adequacy of the OCI mitigation and management plan applicable to future potential CAP acquisitions, in accordance with section 7.4.2. The offeror's ability to compete for future work related to, or arising out of, this current acquisition will be impacted by the degree to which the plan effectively mitigates OCI concerns that might arise in these future acquisitions.

### **12.3.3 PRICE ASSUMPTIONS**

The Government reserves the right to reject any quote that includes any price assumptions that may adversely impact satisfying the Government's requirements.

### **12.3.4 OVERTIME AND EXTENDED BILLING HOUR PRACTICES**

The Government reserves the right to reject any quote that includes overtime or extended hours billing practices that adversely impact or affect the Government's requirements to the extent consistent with the Service Contract Act of 1965.

## **12.4 TECHNICAL EVALUATION FACTORS**

The Government will evaluate technical quotes (Section 11 - Instructions, Conditions, and Notices to Offerors or Respondents, Part II and Part III) based on the following factors:

Factor 1: Technical and Management Approach (Section 11.9.5.1)

Factor 2: Key Personnel and Project Staffing as shown on the written Project Staffing Plan Table/Key Personnel qualifications (Section 7.1, 11.7.1, 11.7.2, 11.9.5.2).

Factor 3: Corporate Experience (Section 11.7.3, 11.9.5.3)

The technical quote evaluation factors are listed in descending order of importance. All three technical factors combined are significantly more important than price. The Government will combine the results of the written and oral submissions to arrive at a rating for the technical evaluation factors as a whole. The receipt of an evaluation rating of Not Acceptable in any single Factor may result in the overall quote being determined Not Acceptable and therefore ineligible for award. **A failure on any single Pass/Fail criteria will make the quote ineligible for award, with no further evaluation of the technical and pricing quote accomplished by the Government.**

#### Pass/Fail Elements:

The following pass/fail elements are part of this evaluation:

- a. The Government will reject any quote that does not provide a name for each Key Person proposed at the quote submission due date. A quote that states, "To Be Determined" or TBD for a proposed Key Person, or omits a Key Person, will be rejected by the Government (Section 11.7.2). The Government will reject any quote that does not provide a Letter of Commitment, signed by each proposed Key Person, at the quote submission due date (Section 11.7.2).
- b. The Government will reject any quote in which the offeror does not possess either SIN 874-1 or 874-6; or does not possess SDVOSB status in GSA eLibrary. The Government

will also reject any quote in which a GSA Schedule Contractor Team Arrangement (CTA) member does not possess either 874-1 or 874-6; or does not possess SDVOSB status in GSA eLibrary.

#### **12.4.1 FACTOR 1: TECHNICAL AND MANAGEMENT APPROACH**

The Government will evaluate the degree to which the offeror's Management Approach reflects an effective, efficient, feasible, and practical level of understanding of the operating environment in accomplishing the tasks and deliverables of this TO from a management perspective, in particular those areas described in Section 11.9.5.1, with minimal risk, and innovative and cost effective ideas. The Government will also evaluate the project management strategy including indicators showing how the project will be implemented and the offeror's ability to manage resources. The offeror's management approach will be evaluated based on the degree to which it demonstrates:

- a. The methodology and techniques to be used in fulfilling the CAP Program implementation requirements as outlined in the Statement of Work.
- b. The offeror's approach for providing program management support.
- c. The offeror's approach/ability to react to the client's requirements and the dynamics of a rapidly changing world and mission environment through dedicated resources, quick responses, and flexibility when determining information technology solutions.
- d. The offeror's methodology for maintaining the expertise of personnel.
- e. The offeror's approach/process for customer relationship management and problem escalation.

#### **12.4.2 FACTOR 2: KEY PERSONNEL AND PROJECT STAFFING**

The project staffing plan will be evaluated to assess the degree to which it provides an appropriate level of effort and skills to support the requirements of the TO, including the estimated hours and labor mix, and the experience, skill, and qualifications of the personnel proposed (staffing plan will be completed in accordance with Section 11.7.2). The Key Personnel matrix will be evaluated to assess the appropriateness and completeness of the experience, skill, and qualifications of the proposed Key Personnel identified in Section 7.1. Key Personnel will also be evaluated to assess the currency and applicability of experience as it relates to Section 7.1.

#### **12.4.3 FACTOR 3: CORPORATE EXPERIENCE**

The Corporate Experience factor will be evaluated based on the degree to which the offeror's:

- a. Corporate experience reflects/identifies experience on projects that are similar in size, scope, and complexity to the requirements contained Section 2 - Description/ Specification/Statement of Work in the RFQ.
- b. Corporate experience reflects current experience and the offeror's roles and responsibilities are similar in size, scope and complexity to the requirements contained in Section 2 - Statement of Work of the RFQ.

**12.5 TECHNICAL ASSUMPTIONS**

Offeror assumptions will be reviewed in the context of the technical factor to which they apply. The Government reserves the right to reject any quote that includes any assumption that may adversely impact satisfying the Government's requirements.

## Memorandum for Contracting

TO: **John Terrell**  
Contracting Officer, GSA/FEDSIM

FROM: **Angelica Matias**  
Project Manager, Enterprise Group 2, GSA/FEDSIM

THRU: **Lawrence Levandowski**  
Group Manager, Enterprise Group 2, GSA/FEDSIM

DATE: November 20, 2014

SUBJECT: **Request for Task Order modification**  
Project Name: **Common Acquisition Platform (CAP) Foundational Support**  
Contract: **GS02F0214X/GSQ0014AJ0121**

### **The purpose of this contracting action is to:**

Pursuant to 7.1, this task order modification is to document substitution for key personnel of PK Gundepudi, Principal Consultant I (Task 4 Lead), to Jimmy Gibson. The Contractor purposes the substitute in order to better meet the evolving and increasing need for Task 4 process definition, enablement and enforcement, as well as the increasing need for more technical expertise. This substitute will not have an impact as the substitute is qualified and is already a part of the team.

The contractor's replacement of Key Personnel requires the written concurrence of the CO, and acceptance of this modification shall constitute acceptance of the substitution. The proposed substitute's resume is attached for your review along with the approval of the three TPOCs.

I can be reached on 202-306-5261 or e-mail at [angelica.matias@gsa.gov](mailto:angelica.matias@gsa.gov) for any questions you may have. Thank you very much for your assistance.

**Purpose of Modification**

1. Change in Key Personnel

**Modification Summary**

In accordance with FAR 43.103(b) the Business Operations (Task 4Lead) has been changed from PK Gundepudi to Jimmy Gibson. Section 7.1.1 of the Task Order has been modified to reflect a change to the Business Operations (Task 4Lead).

**7.1.1 PROGRAM MANAGER**

- KM SME, Bill Kaplan
- Governance SME, Clara Chistensen
- OD SME, Janet Clement
- Strategic Sourcing SME, John Fallon
- Acquisition SME, Lisa Aikers
- Strategy/KT SME (Task 5/6 Lead), Peter Bonner
- Business Operations (Task 4Lead), Jimmy Gibson

Changes in the Task Order are indicated by a vertical, black 'change bar' along the right hand margin. Except as noted herein, all other terms and conditions of this contract shall remain in full force and effect.

(End of Modification)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>21484207</b>		PAGE <b>1</b> OF <b>2</b>	
2. AMENDMENT/MODIFICATION NO. <b>PA01</b>		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO. <b>21484207</b>		5. PROJECT NO. (If applicable)	
6. ISSUED BY <b>GSA/FEDSIM Acquisition (QF0BE)</b> <b>1800 F Street, NW, 3100</b> <b>Washington, DC 20405</b> <b>Contract Specialist Name: Meredith M. Kozera</b> <b>Contract Specialist Phone: 703-603-8224</b>		7. ADMINISTERED BY (If other than item 6) CODE		7. ADMINISTERED BY (If other than item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and ZIP Code) <b>GOLDEN KEY GROUP, LLC</b> <b>11400 COMMERCE PARK DR</b> <b>RESTON, VA, 20191</b> <b>Phone: (703) 815-0290 Fax: (703) 266-0215</b>				(X)		9A. AMENDMENT OF SOLICITATION NO.	
				X		9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO. <b>GS02F0214X / GSQ0014AJ0121</b>	
10B. DATED (SEE ITEM 13) <b>09/08/2014</b>				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledge receipt of this amendment on each of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>Fund Citation: 299X.A00VR290.F2.25.C01.H08 Total Amount of MOD: \$0.00</b>							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.</b>							
<b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
X		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). <b>FAR 43.103(b)</b>					
		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
		D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) <b>The purpose of this modification is to provide an Assignment of Claims for Task Order GSQ0014AJ0121 with ACT Number: 21484207. The Notice of Assignment for this Assignment of Claims was properly sent to the Government and is attached to this mod-</b> <div style="background-color: black; height: 40px; width: 100%; margin-top: 5px;"></div>							
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>John T. Terrell</b>			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

Line Item Summary							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	Rev. Ext. Price (F)	Prev. Ext. Price (G)	Amount Of Change (H)
0001	Base Period - Program Management (Task 1) - FFP	1.0	LOT	(b) (4)		\$288,966.00	\$0.00
0002	Base Period - Labor (Tasks 2 - 6) - LH	1.0	LOT			\$7,136,376.00	\$0.00
0003	Base Period - Long Distance Travel Including Indirect Handling Rate 0% - CR	1.0	LOT			\$36,000.00	\$0.00
0004	Base Period - ODCs Including Indirect Handling Rate 0% - CR	1.0	LOT			\$3,000.00	\$0.00
						\$7,464,342.00	\$0.00

**Purpose of Modification**

1. Appoint a New COR

**Modification Summary**

As prescribed in FAR 43.103(b)(1) the Contracting Officer's Representative (COR) has been modified. The new appointed COR is as follows:

Carl L. Jablonski  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: 202-760-5320  
Email: carl.jablonski@gsa.gov

Changes have been reflected in a revised Task Order. They are indicated by a vertical, black 'change bar' along the right hand margin. Except as noted herein, all other terms and conditions of this contract shall remain in full force and effect.



**Purpose of Modification**

1. Remove deliverables from the contract Task Order
2. Remove TPOC's from the Task Order
3. Replace Key Personnel

**Modification Summary**

1. Administrative Changes to the Task Order

The following administrative changes have been made to the Task Order

- All Pages have been revised to reflect Modification PA05 in the Footer.

2. **Under SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK**

2.4 Task

2.4.3 TASK 3 – PROVIDE CAP PROGRAM GOVERNANCE SUPPORT

**Delete:**

Complete Acquisition Process Map. A high level acquisition process map needs to be integrated with the systems inventory

3. **Under SECTION 5- DELIVERABLES OR PERFORMANCE**

**Delete:**

- Business Plan 2.4.2.3 Base Period as proposed in the PMP, updated as required
- Acquisition Process Map 2.4.3 Base Period as proposed in the PMP, updated as required

4. **Under Section 6.1.1 CONTRACT ADMINISTRATION**

- Technical Points of Contact

**Delete:**

Laura Stanton  
CAP Program Management Office, Director  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (703) 785-2959  
Email: laura.stanton@gsa.gov

And:

Johan Bos-Beijer  
CAP Business Operations/Analytics Division, Director  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (703) 306-6280  
Email: [johan.bos-beijer@gsa.gov](mailto:johan.bos-beijer@gsa.gov)

5. **Under SECTION 7 – SPECIAL CONTRACT REQUIREMENTS**

- Key Personnel

**Delete:** Organizational Development (OD) SME, Janet Clement  
And

**Replace:** Organizational Development (OD) SME, Thomas A. Peter

6. Changes pursuant to this modification are noted by a vertical line in the right hand margin on change pages 2-7, 5-2, 6-1, and 7-1.

7. All other terms and conditions remain unchanged.

**COST SUMMARY IMPACT OF ABOVE CHANGES**

- Total task order ceiling amount remains unchanged at \$39,174,388.00.

**Purpose of Modification**

1. Update the Contracting Officer
2. Change of Contracting Officer Representative (COR)

**Modification Summary**

**1. Administrative Changes to the Task Order**

The following administrative changes have been made to the Task Order

- All footers have been revised to reflect Modification Number (PA08)

**2. Section 5.4 Place(s) of Delivery is updated as follows:**

GSA FAS AAS FEDSIM  
ATTN: Kelvin Lloyd, COR  
1800 F St. NW  
Suite 3100  
Washington, DC 20405  
Telephone: (703) 605-3624  
Email: kelvin.lloyd@gsa.gov

**3. Section 6.1.1 Contracts Administration is updated as follows:**

**Contracting Officer:**

Derrick White  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (571) 814-0184  
Email: derrick.white@gsa.gov

**Contracting Officer's Representative:**

Kelvin Lloyd  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (703) 605-3624  
Email: Kelvin.Lloyd@gsa.gov

4. Changes are annotated by a vertical bar in the right margin of the Conformed Task Order.

5. All other terms and conditions remain unchanged, except as stated above.

### **SUMMARY OF COST IMPACT OF ABOVE CHANGES**

- The Total Task Order Value remains unchanged at \$39,174,388.00.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE <b>1</b> OF <b>2</b>	
2. AMENDMENT/MODIFICATION NO. <b>PS06</b>		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO. <b>21484207</b>	
5. PROJECT NO. (If applicable)					
6. ISSUED BY <b>GSA/FEDSIM Acquisition (QF0BE)</b> <b>1800 F Street, NW, 3100</b> <b>Washington, DC 20405</b> <b>Contract Specialist Name: Nathan M Kreoger</b> <b>Contract Specialist Phone: 816-823-1350</b>		7. ADMINISTERED BY (If other than item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and ZIP Code) <b>GOLDEN KEY GROUP, LLC</b> <b>11400 COMMERCE PARK DR</b> <b>RESTON, VA, 20191</b> <b>Phone: (703) 815-0290 Fax: (703) 266-0215</b>		(X)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. <b>GS02F0214X / GSQ0014AJ0121</b>	
				10B. DATED (SEE ITEM 13) <b>09/08/2014</b>	
CODE		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledge receipt of this amendment on each of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>Fund Citation: 299X.A00VR290.F2.25.C01.H08 Total Amount of MOD: \$0.00</b>					
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.</b> <b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>IAW FAR 43.103(a)(3)</b>					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) <b>Please see the attached SF30 Continuation Page for a continuation of Block 14.</b>					
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print) <b>William S. Fuller, Principal</b>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>John T. Terrell</b> <b>Odin Kenton</b>			
15B. CONTRACTOR/OFFEROR <b>William S. Fuller</b> <small>Digitally signed by William S. Fuller DN: cn=William S. Fuller, o=Golden Key Group, email=wfuller@goldenkeygroup.com, c=US Date: 2015.05.28 15:42:22 -0400</small> (Signature of person authorized to sign)		15C. DATE SIGNED <b>5/28/15</b>		16B. UNITED STATES OF AMERICA Digitally signed by: ODIN KENTON DN: CN = ODIN KENTON C = US O = U.S. Government OU = General Services Administration (Signature of Contracting Officer) Date: 2015.05.28 15:42:22 -0400	
				16C. DATE SIGNED	

Line Item Summary							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	Rev. Ext. Price (F)	Prev. Ext. Price (G)	Amount Of Change (H)
0001	Base Period - Program Management (Task 1) - FFP	1.0	LOT	(b) (4)		\$288,966.00	\$0.00
0002	Base Period - Labor (Tasks 2 - 6) - LH	1.0	LOT			\$7,136,376.00	\$0.00
0003	Base Period - Long Distance Travel Including Indirect Handling Rate 0% - CR	1.0	LOT			\$36,000.00	\$0.00
0004	Base Period - ODCs Including Indirect Handling Rate 0% - CR	1.0	LOT			\$3,000.00	\$0.00
						\$7,464,342.00	\$0.00

**Purpose of Modification**

1. Administrative Changes to the Task Order
2. Exercise Option Year 1
3. Realignment of Funding

**Modification Summary**

**1. Administrative Changes to the Task Order**

The following administrative changes have been made to the Task Order

- All footers have been revised to reflect Modification Number (PS07)
- 2. Section 1.2.2 Optional Period 1 is updated as follows:**

Option Year One (CLINs 1001, 1002, 1003 and 1004), is hereby exercised for the period of performance from September 8, 2015 through September 7, 2016.

**Realignment of funding to the Task Order:**

- Realign funding from CLIN 0002 Base Period Labor in the amount of \$2,000,000.00. Funding is decreased by \$2,000,000.00 from \$7,136,376.00 to \$5,136,376.00. CLIN 1001 ( Program Management Task 1) Funding is increased by \$276,454.00 from \$0 to \$276,454.00 and, CLIN 1002 Labor (Tasks 2-6) is increased by \$1,723,546.00 from \$0 to \$1,723,546.00.
- Option Year 1, Total funded amount, is increased by \$2,000,000.00 from \$0.00 to \$2,000,000.00

**3. Section 7.1.1 Program Manager (Additional Key Personnel) is updated as follows:**

Remove the following Key Personnel from task order

- a) KM SME, Bill Kaplan
- b) OD SME, Thomas Peter
- c) Acquisition SME, Lisa Aikers
- d) Strategy/KT SME(Task 5/6 lead), Peter Bonner
- e) Business Operations (Task 4 Lead), Jimmy Gibson

4. Changes are annotated by a vertical bar in the right margin of the Conformed Task Order.
5. All other terms and conditions remain unchanged, except as stated above.

**SUMMARY OF COST IMPACT OF ABOVE CHANGES**

- As a result of this modification, the total obligated funding for this Task Order is increased by \$0.00 from \$7,464,342.00 to \$7,464,342.00.
- The Total Task Order Value remains unchanged at \$39,174,388.00.



## **Memorandum for Contracting**

TO: Enterprise Sector Contracting Officers and Contract Specialists, GSA FEDSIM

DATE: February 18, 2015

SUBJECT: Request for Task Order Modification (PS05)  
Project Name: CAP Foundational Support  
Task Order: GSQ0014AJ0121  
FEDSIM Project ID Number: GS00671  
TOS Number: 2015-32823(c.5)

### **1. Purpose**

Modification of the subject Task Order is recommended, pursuant to GSA Acquisition Letter (AL) MV-15-01 (attached). The AL pertains to contracts awarded by GSA that involve access to sensitive data and IT resources to conduct business on behalf of, or with, GSA or GSA supported Government organizations regardless of dollar value.

The AL instructs COs to review applicable contracts to ensure specific clauses and language are incorporated into the contract. For existing contracts, COs are instructed to execute bilateral modifications in incorporate missing clauses and language.

The subject Task Order has been identified as germane to this AL. Therefore, bilateral modification is warranted.

### **2. Applicable Clauses and Language**

#### *a. Clauses*

The clauses required by the AL to be incorporated into the contract are:

- FAR Clause 52.204-2, Security Requirements
- FAR Clause 52.204-9, Personal Identity Verification of Contractor Personnel
- FAR Clause 52.224-1, Privacy Act Notification
- FAR Clause 52.224-2, Privacy Act
- FAR Clause 52.239-1, Privacy or Security Safeguards
- GSAR Clause 552.204-9, Personal Identity Verification Requirements
- GSAR Clause 552.236-75, Use of Premises
- GSAR Clause 552.239-70, Information Technology Security Plan and Security Authorization
- GSAR Clause 552.239-71, Security Requirements for Unclassified Information Technology Resources

*b. Language*

The language required by the AL to be incorporated into the contract is:

[Begin Paragraph]

Safeguarding Sensitive Data and Information Technology Resources

In accordance with FAR 39.105, this section is included in the contract.

This section applies to all users of sensitive data and information technology (IT) resources, including awardees, contractors, subcontractors, lessors, suppliers and manufacturers.

The following GSA policies must be followed. These policies can be found at <http://www.gsa.gov/directives> or <https://insite.gsa.gov/directives>.

1. CIO P 2100.1 GSA Information Technology (IT) Security Policy
2. CIO P 2100.2B GSA Wireless Local Area Network (LAN) Security
3. CIO 2100.3B Mandatory Information Technology (IT) Security Training Requirement for Agency and Contractor Employees with Significant Security Responsibilities
4. CIO 2104.1A GSA Information Technology IT General Rules of Behavior
5. CIO 2105.1 B GSA Section 508: Managing Electronic and Information Technology for Individuals with Disabilities
6. CIO 2106.1 GSA Social Media Policy
7. CIO 2107.1 Implementation of the Online Resource Reservation Software
8. CIO 2160.4 Provisioning of Information Technology (IT) Devices
9. CIO 2162.1 Digital Signatures
10. CIO P 2165.2 GSA Telecommunications Policy
11. CIO P 2180.1 GSA Rules of Behavior for Handling Personally Identifiable Information (PII)
12. CIO 2182.2 Mandatory Use of Personal Identity Verification (PIV) Credentials
13. CIO P 1878.2A Conducting Privacy Impact Assessments (PIAs) in GSA
14. CIO IL-13-01 Mobile Devices and Applications
15. CIO IL-14-03 Information Technology (IT) Integration Policy
16. HCO 9297.1 GSA Data Release Policy
17. HCO 9297.2B GSA Information Breach Notification Policy
18. ADM P 9732.1 D Suitability and Personnel Security

The contractor and subcontractors must insert the substance of this section in all subcontracts.

[End Paragraph]

### **3. Suggested Action**

It is recommended that the clauses in Section 2.a of this memo be incorporated by reference into the Task Order in the existing clauses under Section I (or Section 9 for orders awarded under MAS). Please review the applicable section to determine whether some or all of these clauses are already included in the order; do not duplicate clauses.

It is recommended that the language in Section 2.b of this memo be incorporated in full text in a new paragraph under Section H (or Section 8 for orders awarded under MAS). Please review the Task Order to determine whether this language, in part or in whole, already exists within the order; if practicable, do not duplicate this language.

Please utilize sound judgment when incorporating these clauses. Bear in mind that GSAR/GSAM 552.239-70 is a provision, not a clause. Additionally, use your judgment

This modification should be executed no later than February 24, 2015; any action taken in exception to this modification recommendation should be adequately noted in the Information and System Security Modification Spreadsheet used by the Enterprise Sector.

Please bill time used to the regular labor accounts for each project.

# **REQUEST FOR QUOTE (RFQ)**

**GSC-QF0B-14-32823**

## **CAP Foundational Support**

**in support of:**

***General Services Administration  
Federal Acquisition Service  
Common Acquisition Platform***

**Issued to:**

**ALL SERVICE DISABLED VETERAN OWNED SMALL BUSINESSES (SDVOSBs)  
UNDER GSA MULTIPLE AWARD SCHEDULE (MAS)  
874 MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)  
SIN 874-1 and SIN 874-6**

**The Contractor's Basic GSA Schedule contract is applicable to the Task Order that is  
awarded under this RFQ**

**Conducted under FAR 8.4. Do not intend to use FAR 15 principles.**

**Issued by:**

**General Services Administration  
Federal Systems Integration and Management Center (FEDSIM)  
1800 F St NW,  
Suite 3100  
Washington, DC 20405**

**April 10, 2014  
FEDSIM Project Number GS00671**

Request For Quote: GSC-QF0B-14-32823

## SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

### **1.1 ORDER TYPE**

The contractor shall perform the effort required by this Task Order (TO) on a hybrid Firm-Fixed-Price (FFP) and Labor Hour (LH) basis. The work shall be performed in accordance with all Sections of this TO and the contractor's General Services Administration (GSA) Multiple Award Schedule (MAS), under which the resulting TO will be placed. An acronym listing to support this Request for Quote (RFQ) is included in Section 9 - List of Attachments, Attachment G.

In accordance with FAR 16.103(c), as the requirements become more defined, the Government will explore the possibility of transitioning the Labor Hour CLINs under this Task Order to Firm-Fixed Priced CLINs in the option periods.

### **1.2 SERVICES AND PRICES**

Long distance travel is defined as travel over 50 miles. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
FFP	Firm-Fixed-Price
LH	Labor-Hour
NSP	Not Separately Priced
NTE	Not-to-Exceed
ODC	Other Direct Cost
T&M	Time-and-Materials

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.1 BASE PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
0001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
0002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
0003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
0004	ODCs Including Indirect Handling Rate ____%	NTE	\$ 3,000.00

**TOTAL BASE PERIOD CLINS:** \$ \_\_\_\_\_

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.2 FIRST OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
1001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
1002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
1003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
1004	ODCs Including Indirect Handling Rate ____%	NTE	\$ 0.00

**TOTAL FIRST OPTION PERIOD CLINs:** \$ \_\_\_\_\_

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.3 SECOND OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
2001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
2002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
2003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
2004	ODCs Including Indirect Handling Rate ____%	NTE	\$0.00

**TOTAL SECOND OPTION PERIOD CLINs:** \$ \_\_\_\_\_



SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.4 THIRD OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
3001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
3002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
3003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
3004	ODCs Including Indirect Handling Rate ____%	NTE	\$ 0.00

**TOTAL THIRD OPTION PERIOD CLINS:** \$ \_\_\_\_\_

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.5 FOURTH OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
4001	Program Management (Task 1)	12	Month	\$

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
4002	Labor (Tasks 2 - 6)	Insert total hours for all labor identified below	\$

Labor Category	Hours	Hourly Rate
List specific labor categories		
<b>TOTAL HOURS</b>		

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
4003	Long Distance Travel Including Indirect Handling Rate ____%	NTE	\$36,000
4004	ODCs Including Indirect Handling Rate ____%	NTE	\$ 0.00

**TOTAL FOURTH OPTION PERIOD CLINS:** \$ \_\_\_\_\_

**GRAND TOTAL ALL CLINS:** \$ \_\_\_\_\_

### **1.3 SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS TABLES**

#### **1.3.1 INDIRECT/MATERIAL HANDLING RATE**

Travel and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's Schedule Contract. If no indirect/material handling rate is allowable in accordance with the contractor's Schedule Contract, no indirect/material handling rate shall be applied to or reimbursed on such costs.

#### **1.3.2 LIMITATION ON OTHER DIRECT COSTS**

ODC costs incurred on GSA Schedule TOs are limited to a maximum of \$3,000 over the life of the TO.

#### **1.3.3 LABOR HOUR LABOR MIX AND LEVEL OF EFFORT**

The labor mix and level of effort specified in the contractor's quote and incorporated into this order are for estimation purposes. The contractor may re-allocate, with prior written approval of the Federal Systems Integration and Management Center (FEDSIM) Contracting Officer's Representative (COR), the number of hours by labor category, within each labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the Contracting Officer (CO) and added to the TO by modification.

### **1.4 INCREMENTAL FUNDING**

#### **1.4.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION**

Incremental funding for CLINs \*\_ through \*\_ is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through (insert appropriate period e.g., four months), unless otherwise noted in Section 1.N. The TO will be modified to add funds incrementally up to the maximum of \$\*\*\*,\*\*\*,\*\*\* over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**Funding Chart for FFP (Not to be incrementally funded)**

CLIN	CEILING	FUNDING	LEFT TO FUND
0001			\$0
1001			\$0
2001			\$0
3001			\$0
4001			\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Incremental Funding Chart for LH**

CLIN	CEILING	FUNDING	LEFT TO FUND
0002			\$0
1002			\$0
2002			\$0
3002			\$0
4002			\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **2.1 BACKGROUND**

On September 25, 2013, the General Services Administration (GSA), Federal Acquisition Service (FAS) formally established the Common Acquisition Platform (CAP) program under the Assistant Commissioner for the Integrated Award Environment (IAE). The CAP is envisioned to serve as a platform for assisting FAS customer agencies receive unbiased acquisition advice that will allow them to receive the best support for their agency's mission, regardless of where that support originates. CAP is intended to give customer agencies the tools necessary to pick the best acquisition strategy for solving their problem. The CAP program is divided into the Governance, Business Operations and Analytics, and Program divisions (see section 9, Attachment J). These divisions are responsible for delivering a holistic solution that is exportable government-wide. CAP goals include:

- Increasing GSA insight into government-wide transactional data (e.g., prices paid) to support improved market intelligence
- Build improved FAS offerings based on market, customer, and supplier intelligence
- Reduce costs associated with maintaining redundant acquisition systems and enhance the usefulness of those systems to support the continuous improvement of federal acquisitions
- Streamline the overall acquisition process through establishing a common marketplace where federal agencies can effectively manage the acquisition lifecycle from acquisition planning to closeout

CAP's success is predicated on its ability to drive better buying decisions across Government by creating transparency into Government spending. This will allow GSA to fulfill its mission to enhance Government-wide efficiency and deliver savings to the taxpayer.

### **2.1.1 PURPOSE**

The purpose of this acquisition is to provide business and strategic planning support to the Common Acquisition Platform (CAP) program by assisting in organizational structural development, business operations and governance planning, and tactical and strategic initiatives development.

### **2.1.2 AGENCY MISSION**

The mission of GSA is to deliver the best value in real estate, acquisition, and technology services to Government and the American people.

## **2.2 SCOPE**

FAS is developing a Common Acquisition Platform (CAP). The CAP Program is an IT and business strategy, not an IT solution. The scope of this task order is to assist the Government in developing a strategic path forward for CAP founded upon organizational change management, customer and stakeholder engagement and adoption, and the cultural transition into agile thinking and development. Taking into consideration organizational assessments and value propositions, support is required to establish the foundational strategy and framework upon which a sustainable, agile, and scalable platform is constructed. This effort is not limited to the

## SECTION 2 –PERFORMANCE BASED STATEMENT OF WORK

over 80 acquisition systems and/or applications and related processes currently managed by GSA. The contractor shall consider the entire universe of Government acquisition systems.

The following areas encompass the scope of the effort under this task order:

- Establishing governance processes for managing new requests and new processes
- Assisting in the development and maintenance of the target architecture for business processes and technology
- Establishing the framework for CAP day to day operations
- Assisting in the continuous improvement of the CAP program
- Establishing processes and frameworks for governing investments to recommend effective use of limited IT, financial, and human resources within GSA
- Assist with strategic planning and business prototyping to help define short term and long term vision, mission, objectives, and goals for the CAP program
- Implementation planning and business prototyping to achieve short term and long term strategic objectives and goals
- Support in implementing strategic plans
- Providing execution support to the CAP program
- Institutional transfer of knowledge and materials to Government staff and other support contractors for any information developed in support of this task order

Initially, the contractor shall build upon previously developed and ongoing initiatives, and align with other GSA efforts. As the CAP program evolves, further initiatives will be defined through the CAP strategy developed in conjunction with this task order. The contractor shall fully collaborate with additional efforts through the free flow of information. This includes coordinating with other support contractors and any future IT development efforts. The contractor shall work with the Government and other support contractors to ensure that cross pollination is consistent and supports the overall objective of CAP to be a holistic Government buying solution.

### **2.3 OBJECTIVE**

The objective of this task order is to help develop and execute a program strategy that will facilitate the roll out and adoption of CAP government-wide. The contractor shall employ a collaborative and iterative methodology for developing deliverables and problem solving with the goal of achieving a common CAP program vision.

### **2.4 TASKS**

As part of an overall requirement in support of the tasks that follow, the contractor shall provide an executable “road map” for accomplishing the CAP goals. This execution strategy shall contain appropriate methodology for ensuring accountability and smooth execution of the requirements identified within this Task Order.

Additionally, the contractor shall support the execution of the CAP program to provide GSA leadership with the ability to make strategic decisions on business opportunities.

#### **2.4.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT**

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Statement of Work (SOW). The contractor shall identify a Project Manager (PM) by name who shall provide management, direction, administration, quality control, and leadership in the execution of this TO. The contractor shall participate in meetings, teleconferences, email correspondence, and other online collaborative systems to guide the project team to a successful project conclusion.

### **2.4.1.1 SUBTASK 1.1 – COORDINATE A PROJECT KICK-OFF MEETING**

The contractor shall schedule and coordinate a Project Kick-Off Meeting at the GSA office located at 1800 F Street N.W., Washington, D.C., unless otherwise directed by the Contracting Officer. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from GSA, the CO, COR and other relevant Government personnel.

The contractor shall provide meeting notes NLT5 days after the Kick-Off meeting.

### **2.4.1.2 SUBTASK 1.2 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)**

The contractor shall document all support requirements in a PMP. The PMP shall include the following elements:

- Project Management Approach
- Work Breakdown Structure (WBS)
- Responsibility Matrix to include all associated responsibilities and partnerships with Government organizations/personnel
- Schedule with milestones, tasks, and subtasks required in this Task Order

The contractor shall provide the Government with a draft PMP on which the Government will make comments. The final PMP shall incorporate the Government's comments.

The PMP is an evolutionary document that shall be updated, at a minimum, quarterly. The contractor shall work from the latest Government-approved version of the PMP. The contractor shall ensure its PMP is aligned with the CAP Integrated Master Schedule (IMS).

### **2.4.1.3 SUBTASK 1.3 – QUALITY ASSURANCE PLAN**

The contractor shall develop a QAP, integrated with the PMP. The contractor shall periodically update the QAP as changes are identified or are necessary.

The QAP provides for inspection of all services and deliverables to verify conformance with acceptability standards specified in the Task Order and industry best practices. The QAP is a living document and shall be revised by the contractor as conditions change.

The QAP shall contain:

- Provisions for responding to and incorporating technical directions and comments from the COR and TPOC

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

- Descriptions of techniques to be employed for producing and validating services and deliverables conforming to the acceptable quality standards in the Task Order
- A description of the methodology that shall be used to ensure the Government receives quality services

### **2.4.1.4 SUBTASK 1.4 – PREPARE A MONTHLY STATUS REPORT (MSR)**

The contractor PM shall develop and provide an MSR (Section 9-List of Attachments, Attachment B) via electronic mail to the TPOC and the COR. The MSR shall include the following:

- Activities during reporting period, by task (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- Personnel gains, losses, and status (security clearance, etc.).
- Government actions required.
- Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- Summary of trips taken, conferences attended, etc. (attach trip reports to this MSR for reporting period).
- Organizational Conflict of Interest (OCI) compliance statement

### **2.4.1.5 SUBTASK 1.5 – CONVENE TECHNICAL STATUS MEETINGS**

The contractor PM shall convene a Status Meeting every other week with the TPOC and other Government stakeholders and provide status updates on the work under this task order using a mutually agreed upon format.

The contractor PM shall convene a monthly Contract Activity and Status Meeting with the TPOC, COR, and other vital Government stakeholders. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the COR within 5 workdays following the meeting.

### **2.4.1.6 SUBTASK 1.6 – PREPARE TRIP REPORTS**

The Government will identify the need for a Trip Report when the request for travel is submitted. The contractor shall also keep a summary of all long-distance travel that includes the name of the employee, location of travel, duration of trip, point of contact (POC) at travel location, and general description of the trip purpose.

### **2.4.1.7 SUBTASK 1.7 – TRANSITION-OUT**



## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

The contractor shall facilitate transition to Government personnel or an incoming contractor at the expiration of the Task Order. The contractor shall provide a Transition-Out Plan NLT 90 calendar days prior to expiration of the Task Order. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate contractor to contractor coordination to ensure a seamless transition.
- Transition of key personnel
- Schedules and milestones
- Actions required of the Government

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

During transition-out, the contractor shall convene a transition-out lessons learned meeting. The purpose of the meeting is to review the key challenges, risks, and any successes that were realized during each of the project phases, and to present any final recommendations to the Government to ensure successful implementation of CAP. The transition-out lessons learned meeting will take place NLT 30 calendar days prior to expiration of the Task Order and will include a detailed write up of meeting minutes and final recommendations.

### **2.4.2 TASK 2 – PROVIDE ORGANIZATIONAL SUPPORT**

The contractor shall provide support to the CAP organization. This includes the development of a comprehensive business plan, Program Management Office (PMO) structural definition, Standard Operating Procedures (SOPs), and business cases to support CAP initiatives. The primary objective under this task is to create the organizational capacity to effectively achieve the CAP goals.

#### **2.4.2.1 SUBTASK 2.1 – DEVELOP CAP BUSINESS PLAN**

The contractor shall develop the CAP program's initial business plan that will highlight the value proposition for CAP to be implemented as a standalone GSA portfolio. The contractor shall analyze the operating landscape and recommend the most effective path to achieve a successful business strategy for the program that shall include customers in partnering with GSA CAP development through a shared services strategy.

#### **2.4.2.2 SUBTASK 2.2 – DEVELOP CAP PROGRAM MANAGEMENT OFFICE (PMO)**

The contractor shall work with the CAP program to develop and stand up a PMO. This includes recommending a strategy for maintaining a superior workforce to implement and manage the

program, defining SOPs to maintain the program budget, and a strategy for day to day PMO operations. The contractor shall ensure that any deliverables created under this subtask align with any applicable GSA strategic plans and SOPs. The contractor shall provide execution support as defined by the Government during the life of the task order. The objective of this task is to create a PMO strategy that will respond to CAP's rapid growth.

#### **2.4.2.3 SUBTASK 2.3 – PROVIDE BUSINESS PLANNING SUPPORT**

The contractor shall provide ongoing business planning support to develop ad hoc business cases in support of CAP initiatives and investments. These business cases will be instrumental in executing upon different milestones throughout the establishment of the CAP program. The Government will use these business cases to support the growth and development of a robust digital common access platform. The contractor shall address the cost benefit and value added for the initiatives that are proposed. The contractor shall develop business prototypes to model operations for CAP initiatives. These business cases shall assist leadership in making strategic decisions regarding business opportunities.

#### **2.4.2.4 SUBTASK 2.4 - PROVIDE RISK MANAGEMENT STRATEGY SUPPORT**

The contractor shall provide risk management strategy support that will inform the CAP Risk Management Plan. The CAP Risk Management Plan will assist GSA in identifying potential risks (positive or negative) to successful implementation of the CAP solution. The contractor shall present recommendations for addressing these risks, and develop written procedures for a mechanism to estimate and prioritize the potential impact of identified risks.

#### **2.4.2.5 SUBTASK 2.5 – PROVIDE ORGANIZATIONAL CHANGE MANAGEMENT STRATEGY SUPPORT**

The contractor shall provide change management strategy support that will result in a comprehensive Organizational Change Management (OCM) Plan. This plan will help to ensure that different CAP milestones will be adopted by stakeholders both internal and external to GSA. This plan shall address obstacles to change, and have the overall objective of ensuring adoption of the CAP Program.

#### **2.4.2.6 SUBTASK 2.6 - PROVIDE OUTREACH AND STAKEHOLDER ENGAGEMENT STRATEGY SUPPORT**

The contractor shall provide outreach and stakeholder engagement strategy support that will result in a comprehensive Outreach Plan. The objective of this plan is to encourage stakeholders to increase their knowledge about the CAP vision and solution, and help market the benefits of a transition to a shared acquisition service solution. The contractor shall create and maintain a strategy for stakeholder awareness of the goals, objectives, and status of the CAP to ensure that stakeholder needs are being met. The contractor shall analyze behaviors, attitudes, and practices internal and external to GSA to identify risks to CAP development and implementation. The contractor shall assist in determining how to manage adoption of CAP government-wide with the emphasis on building a coalition and culture around CAP as a solution to achieve government-

wide spending control and management. The contractor shall support the development of a strategy that engages both internal and external stakeholders in co-designing and prototyping the CAP solution.

The contractor shall recommend actions to support ongoing outreach activities necessary for creating a successful organization and the eventual implementation of and rollout of the CAP solution. The overall objective is to effectively socialize the CAP solution: internally to GSA, across Government, and across the broader acquisition community.

### **2.4.3 TASK 3 – PROVIDE CAP PROGRAM GOVERNANCE SUPPORT**

The contractor shall provide support to establish and execute the sustainable CAP governance framework and organization. This framework will provide the capacity for the CAP program to manage and develop a target business and technical architecture. In this framework, the Governance Division will be able to engage with GSA and external stakeholders to manage change through a rigorous prioritization process for adoption, enhancement, integration, and termination of systems. As a part of this task, the contractor shall support the following in coordination with the Government and other contractors:

- Complete CAP Systems Inventory Matrix. A comprehensive list of GSA systems needs to be developed and reconciled with the CAP boundary definitions
- Complete Acquisition Process Map. A high level acquisition process map needs to be integrated with the systems inventory
- Complete baseline integrated Acquisition Data Dictionary, including interagency coordination
- A strategy for integrating Systems Matrix, Processes, and Data into a useful baseline and target architecture
- Define, scope, and implement Acquisition Data Governance (governing changes to Data Management Plan)
- Develop a Data Management Plan (Source Matrix, Taxonomy, standards, steward, owner, changes, etc.) and Support Development of Personas (define stakeholder and user roles, responsibilities, and requirements). Personas enable agile development based on distinct user types and profiles
- Definition and documentation of processes (e.g. intake, stage gate, validation, migration, etc.)
- In conjunction with GSA IT, define and document minimum required technology standards, use cases, integration methods, target architecture and principles, open source management strategy, API development, user experience guidelines, and models that support CAP goal achievement
- Change Control
- Communications Management
- Analytics Foundational Planning
- Management of cost, schedule and performance controls

The contractor shall help to ensure that the overall CAP objective of creating a better buying engine for Government is implemented throughout the support it provides under this task.

#### **2.4.3.1 SUBTASK 3.1 – DEVELOP AND MAINTAIN TARGET ARCHITECTURE**

The contractor shall develop and maintain an “as is” and target CAP business architecture. The contractor shall support the documentation of existing systems to develop an existing architecture. Subsequently, the contractor shall develop a target architecture that reflects CAP objectives. The contractor shall develop a gap analysis which will inform the evaluation process for adding new or existing systems or functionality to the CAP target architecture.

#### **2.4.3.2 SUBTASK 3.2 – ASSIST IN ESTABLISHING CHANGE MANAGEMENT PROCESS AND BOARD(S)**

The contractor shall assist in the development and establishment of formal change control process and board(s) to review, evaluate, and approve new processes and requirements. This will allow CAP to manage and prioritize changes and manage the impacts of cost, schedule and performance. The contractor shall develop effective rules of escalation to facilitate change through the governance framework of CAP.

#### **2.4.4 TASK 4 – PROVIDE BUSINESS OPERATIONS SUPPORT**

The contractor shall provide the Government with support to establish and execute a business operations framework for CAP. This framework shall facilitate day to day operations for all CAP processes, systems, and analytics. Once developed, the contractor shall assist the Government in execution of the business operations framework and support day to day operations. As a part of this task, the contractor shall take part in the following activities:

- Develop and employ requirements evaluation criteria
- Support and document the program management and level resourcing of people, systems, budget, time, dependencies
- Support development of change control including all components which impact operations, integration of technology, governance and process control
- Support development and review of business cases for project/program changes
- Support documentation of business and technical evaluation decision outcome
- Assist in the technical oversight of approved system development activities
- Support the migration from development to operations

#### **2.4.4.1 SUBTASK 4.1 – PROVIDE OPERATIONS MANAGEMENT SUPPORT**

The contractor shall provide operations management support to the CAP Business Operations and Analytics Division through expert project and program management, user services management and compliance. This includes for example development and execution of project management plans, risk management, traceability, change control, and management of the requirements intake, evaluation and data ingestion processes. The contractor shall develop and manage aspects of the CAP Service Level and Operations Level Agreements (SLA/OLAs) with

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

CAP stakeholders, and shall develop and maintain the program approach to risk management to include monitoring Service Level Agreements (SLAs). The contractor shall maintain operations management support through their Business Operations Plan.

The contractor shall ensure that all efforts are consistent with the CAP Governance framework and target architecture, Government statutes, policies, regulations and related guidance and that it supports the overall vision and strategy.

### **2.4.4.2 SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT**

The contractor shall expand upon the operational data management plan developed under Program Governance to address ingesting, storing, using, accessing, retaining, and reporting data. The contractor's approach shall be compliant with statute, regulation, and policy for proper management of data, and it shall be compliant with the CAP Governance framework and architecture. The contractor's data management plan shall be responsible, agile, innovative, and current with business and emerging trends. The plan shall address managing the full data lifecycle, and develop SOPs related to intake, evaluation, and usage of data. The contractor shall provide an operationally sound approach to the data management lifecycle which takes into account stewardship, sourcing and compliance of data.

### **2.4.4.3 SUBTASK 4.3 – PROVIDE ANALYTICAL SERVICES**

The contractor shall develop methodologies for creating a program wide analytics foundation to be used by GSA initially and then promulgated across Government. This would include such services as correlation, trend, link, time value, pricing, and cost modeling as well as analyzing specific program effectiveness or improvement opportunities. The contractor's methodologies should provide quantitative and qualitative analysis that will allow for the Government to make decisions that optimize CAP performance and provide stakeholder value. The contractor shall ensure its techniques are repeatable, validated, and provide agnostic assessments. These methodologies shall assist the Business Operations and Analytics Division in establishing a broad range of analytics services for CAP to assess program effectiveness and deliver as a future shared service.

### **2.4.5 TASK 5 – PROVIDE STRATEGIC PLANNING SUPPORT**

The contractor shall provide the Government with support in developing the strategy for the CAP program. This includes support in identifying the program vision, mission, objectives, goals, and individual metrics to support the broader value proposition for the development of the CAP. The contractor shall identify the milestones required to achieve a state where the CAP program will be capable of managing the paradigm shift to the CAP shared services model. The contractor shall develop and maintain an Integrated Master Schedule (IMS) that consolidates all other CAP program schedules and aligns with the overall CAP strategic plan.

The contractor shall develop all deliverables with a holistic view of the Government-wide acquisition lifecycle and system from defining agency needs and customer requirements to contract closeout. Any contractor developed metrics shall conform to an accepted methodology,

## SECTION 2 –PERFORMANCE BASED STATEMENT OF WORK

such as the Specific, Measurable, Actionable, Relevant, and Timely (SMART) methodology. The contractor shall employ a collaborative and iterative methodology for developing deliverables, prototyping of business strategies, and problem solving. The overall objective of this task is to provide the CAP program with the road map(s) to achieve development of the CAP program with the bandwidth to expand the scope to a larger interagency framework in future iterations.

### **2.4.5.1 SUBTASK 5.1 LONG-TERM STRATEGIC PLAN**

The contractor shall assist in developing a long term strategic plan that will encompass the vision, mission, objectives, goals, and individual metrics that will carry the CAP program through. This strategic plan will serve as the strategic road map to progress of CAP implementation government-wide. The contractor shall work with program staff to transform and/or develop service and organizational architectures designed by customer needs, business process, and leadership, using business prototyping to demonstrate concepts, obtain stakeholder feedback, and socialize future state services.

### **2.4.5.2 SUBTASK 5.2 – PROVIDE IMPLEMENTATION PLANNING SUPPORT**

The contractor shall assist in developing an actionable implementation plan for both short and long term strategic planning efforts. The contractor shall assist with development of an implementation plan that includes the following elements:

- Risk Management Strategy
- Organizational Change Management (OCM) Strategy
- Outreach and Stakeholder Engagement Strategy

The overall objective of this task is to assist CAP in establishing itself as the authoritative program and source for acquisition solutions across Government. This will take the form of building coalitions, leveraging pre-existing relationships and programs, and developing a culture of collaboration with internal and external Government stakeholders based upon viable, authoritative and high confidence level capabilities, utilities, references, materials and output.

### **2.4.6 TASK 6 – PROVIDE INSTITUTIONAL KNOWLEDGE TRANSFER**

The contractor shall conduct knowledge transfer sessions for all divisions and for all aspects of the engagement in order to ensure that Government personnel develop the institutional knowledge to effectively implement CAP using the plans and other tools that have been developed under this task order. The contractor shall make efforts to ensure that the Government has the necessary tools and materials to adopt the plans and deliverables developed under this Task Order.

### SECTION 3 - PACKAGING AND MARKING

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## SECTION 4 - INSPECTION AND ACCEPTANCE

### **4.1 PLACE OF INSPECTION AND ACCEPTANCE**

Inspection and acceptance of all work performance, reports, and other deliverables under this TO shall be performed by the TPOC and COR.

### **4.2 SCOPE OF INSPECTION**

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the COR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

### **4.3 BASIS OF ACCEPTANCE**

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's quote and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the COR.

### **4.4 DELIVERABLES**

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section 5 - Deliverables or Performance) from Government receipt of the deliverable.

Upon receipt of the Government comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

### **4.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT**

The CO/COR will provide written notification of acceptance or rejection (Section 9 – List of Attachments, Attachment I) of all final deliverables within 15 workdays (unless specified



#### SECTION 4 - INSPECTION AND ACCEPTANCE

otherwise in Section 5 - Deliverables or Performance). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

For deliverables provided under the FFP CLINs, the following statement applies: If the contractor does not provide deliverables that conform to the requirements of this TO, the Government will not pay the fixed price associated with the deliverables.

## SECTION 5 - DELIVERABLES OR PERFORMANCE

### **5.1 PERIOD OF PERFORMANCE**

The period of performance for this TO is a one year base period with four one year option periods.

### **5.2 PLACE OF PERFORMANCE**

The primary place of performance is the contractor site. Significant work requirements (meetings, consultations, reviews, etc.) will occur on a regular basis at GSA Headquarters located at 1800 F St NW, Washington, D.C. 20405. Limited long distance travel may occur under this task order, and must be approved in advance by the COR.

### **5.3 TASK ORDER SCHEDULE AND MILESTONE DATES**

The following schedule of milestones will be used by the COR to monitor timely progress under this TO. Many of the milestones align with the CAP objective to achieve a mandated Initial Operating Capability (IOC) by April of 2015. What constitutes IOC will be determined and documented through a cooperative effort between the contractor and the Government post-award within 30 day after task order award.

The following abbreviations are used in this schedule:

NLT: No Later Than

TOA: Task Order Award

All references to Days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall deliver the deliverables listed in the following table:

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Project Start (PS)	Section 2	At TOA
Kick-Off Meeting	2.4.1.1	Within 5 workdays of TOA
Project Management Plan – Draft	2.4.1.2	NLT 10 workdays after Kick-Off Meeting
Project Management Plan – Final	2.4.1.2	10 workdays after receipt of Government comments; to be updated quarterly at a minimum following acceptance
Quality Assurance Plan	2.4.1.3	NLT 10 workdays after Kick-Off Meeting, updated as required
Monthly Status Report	2.4.1.4	Monthly by the 15 <sup>th</sup> calendar day of the next month
Monthly Contract Activity and Status Meeting	2.4.1.4	Monthly to be agreed upon by the Government

## SECTION 5 - DELIVERABLES OR PERFORMANCE

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Technical Status Meeting (TSM)	2.4.1.5	Bi-weekly to be agreed upon by the Government
TSM Minutes	2.4.1.5	NLT 5 workdays following Technical Status Meeting
Trip Report(s)	2.4.1.6	Within 10 workdays following completion of each trip
Transition-out plan	2.4.1.7	NLT 90 calendar days prior to expiration of the Task Order
Transition-out Weekly Status Meeting	2.4.1.7	Transition-out period only
Transition-out Lessons Learned	2.4.1.7	NLT 30 days prior to expiration of the task order
PMO Plan	2.4.2.2	Base Period as proposed in the PMP, updated as required
Business Plan	2.4.2.3	Base Period as proposed in the PMP, updated as required
CAP Risk Management Plan	2.4.2.4, 2.4.5.3	Base Period as proposed in the PMP, updated as required
Organizational Change Management (OCM) Plan	2.4.2.5, 2.4.5.3	Base Period as proposed in the PMP, updated as required
Outreach Plan	2.4.2.6, 2.4.5.3	Base Period as proposed in the PMP, updated as required
Acquisition Data Dictionary	2.4.3	Base Period as proposed in the PMP, baselined and performance reported monthly
Systems Inventory Matrix	2.4.3	Base Period as proposed in the PMP, updated as required
Acquisition Process Map	2.4.3	Base Period as proposed in the PMP, updated as required

## SECTION 5 - DELIVERABLES OR PERFORMANCE

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Analytics Foundational Plan	2.4.3	Base Period as proposed in the PMP, baselined and updated as required
Change Control Plan	2.4.3	Base Period as proposed in the PMP, updated as required
Communications Plan	2.4.3	TOA +90 days, updated as required
Baseline and Target Architecture	2.4.3, 2.4.3.1	Base Period as proposed in the PMP, baselined and updated as required
Data Management Plan	2.4.3, 2.4.4.2	Base Period as proposed in the PMP, updated as required
Implementation Plan (to include all sub-plans listed in Section 2.4.4)	2.4.4	Base Period as proposed in the PMP, updated as required
Business Operations Plan Operations Plan	2.4.4.1	TOA +90 days, updated as required
CAP Service Level Agreements (SLAs)	2.4.4.1	TOA +90days, updated monthly
CAP Integrated Master Schedule (IMS)	2.4.5	Base Period as proposed in the PMP, baselined and performance reported monthly
Long-Term Strategic Plan	2.4.5.1	Base Period as proposed in the PMP, updated as required
Copy of TO (initial award and all modifications)	5.3.1	Within 10 workdays of award

### **5.3.1 PUBLIC-RELEASE OF CONTRACT DOCUMENTS REQUIREMENT**

The contractor agrees to submit, within 10 workdays from the date of the CO's execution of the initial TO, or any modification to the TO, a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial

## SECTION 5 - DELIVERABLES OR PERFORMANCE

information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

### **5.3.2 DELIVERABLES MEDIA**

The contractor shall deliver all electronic versions by email and removable electronic media, as well as placing in the GSA's designated repository. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- |                 |               |
|-----------------|---------------|
| a. Text         | MS Word       |
| b. Spreadsheets | MS Excel      |
| c. Briefings    | MS PowerPoint |
| d. Drawings     | MS Visio      |
| e. Schedules    | MS Project    |

### **5.4 PLACE(S) OF DELIVERY**

Unclassified deliverables or correspondence shall be delivered to the CO or COR at the following address:

GSA FAS AAS FEDSIM  
ATTN: Victor White, COR  
1800 F St. NW  
Suite 3100  
Washington, DC 20405  
Telephone: (202) 308 8055  
Email: victor.white@gsa.gov

Copies of all deliverables shall also be delivered to the GSA TPOC at the following address:

**Contact Info to be provided post-award**

### **5.5 NOTICE REGARDING LATE DELIVERY/ PROBLEM NOTIFICATION REPORT (PNR)**

The contractor shall notify the COR via a Problem Notification Report (PNR) (Section 9 - List of Attachments, Attachment H) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

## **6.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The CO will appoint a COR in writing for each TO through a COR Appointment Letter that will be provided to the contractor upon award (Section 9, Attachment A). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

### **6.1.1 CONTRACT ADMINISTRATION**

Contracting Officer:

John Terrell  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (703) 605-2748  
Email: john.terrell@gsa.gov

Contracting Officer's Representative:

Victor White  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (202) 308 8055  
Email: victor.white@gsa.gov

Technical Point of Contact:

Provided after award.

## **6.2 INVOICE SUBMISSION**

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Task Order Number: 2014- 32823 (*from GSA Form 300, Block 2*)  
Paying Number: ACT # (*ACT/DAC NO.*) (*From GSA Form 300, Block 4*)  
FEDSIM Project Number: GS00671  
Project Title: CAP Foundational Support

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

## SECTION 6 - CONTRACT ADMINISTRATION DATA

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Tracking and Ordering System (TOS) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Select *Vendor Support*, log in using your assigned I.D. and password, then click on *Create Invoice*. The TOS Help Desk should be contacted for support at 877-472-4877 (toll free). By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

### **6.3 INVOICE REQUIREMENTS**

The contractor shall submit a draft or advance copy of an invoice to the COR for review and approval prior to its submission to TOS. Receipts are provided on an as requested basis.

If the TO has different contract types, each should be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion.

#### **6.3.1 LABOR HOUR (LH) CLINs (for LABOR)**

The contractor may invoice monthly on the basis of cost incurred for the LH CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section 1 – Supplies or Services and Price/Costs), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category
- c. Employee labor category
- d. Monthly and total cumulative hours worked
- e. Corresponding ceiling rate
- f. Cost incurred not billed

#### **6.3.2 FIRM-FIXED-PRICE (FFP) CLINs**

The contractor may invoice as stated in Section 1 – Supplies or Services and Price/Costs for the FFP CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All costs shall be reported by CLIN element (as shown in Section 1 – Supplies or Services and Price/Costs) and shall be provided for the current invoice and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form

with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

### **6.3.3 OTHER DIRECT COSTS (ODCs)**

The contractor may invoice monthly on the basis of cost incurred for the ODC CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title and Interagency Agreement (IA) number. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions, in MS Excel format, are required.

- a. ODCs purchased
- b. Date delivery accepted by the Government
- c. Associated CLIN
- d. Project-to-date totals by CLIN
- e. Cost incurred not billed
- f. Remaining balance of each CLIN
- g. Indirect Handling Rate

### **6.3.4 TRAVEL**

The contractor may invoice monthly on the basis of cost incurred for cost of travel in accordance with the Federal Travel Regulation (FTR). The invoice shall include the period of performance covered by the invoice, the CLIN number and title, and the IA number. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs (rental car, air fare, etc.)
- j. Total charges
- k. Explanation of variances exceeding 10% of the approved versus actual costs
- l. Indirect handling rate



SECTION 6 - CONTRACT ADMINISTRATION DATA

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

### **7.1 KEY PERSONNEL**

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO. Therefore, the Government strongly encourages and will evaluate additional Key Personnel as proposed by the contractor as part of their overall strategy.

#### **Program Manager (PM)**

The Government desires that Key Personnel be assigned for the duration of the TO, as appropriate. Key Personnel may be replaced or removed subject to Section 7.1.2 - Key Personnel Substitution.

#### **7.1.1 PROGRAM MANAGER**

The contractor shall provide a Program Manager who is responsible for the day to day oversight of contractor personnel and task order performance. The PM shall have the authority to make commitments on behalf of the contractor regarding schedule, personnel, and performance, and shall be responsible for responding to Government issues, concerns, or problems. The PM should proactively address all Government concerns to the best of their ability.

It is desirable that the PM has the following qualifications:

- a. PM has a project management certification, such as PMI PMP.
- b. At least 10 years of experience in planning, directing, and managing complex projects or operations of a similar nature, size and scope as required under this task order;
- c. Management and supervision of employees of various labor categories and skills in projects similar in size and scope as referenced under this task order;
- d. Knowledge of, and experience with, configuration management and quality assurance concepts and guidelines, including familiarity with International Organization for Standardization (ISO) 9001:2000, Institute of Electrical and Electronics Engineers (IEEE), and the Carnegie Mellon’s Software Engineering Institute (SEI) CMMI standards;
- e. Experience with FAR regulations and requirements, and the various acquisition structures and processes that exist across Government;
- f. Familiarity with network design and operation, security and information assurance, software applications, development, management and design organization system architecture, IT security considerations, data architecture and analytics practices;
- g. Expert working knowledge of the Federal Enterprise Architecture (FEA) and other Government-wide standards, principles, and guidance relating to Service Oriented Architecture, Segment Architecture Development, Data Management, IT Security, and the Data Reference Models;
- h. Experience implementing business logic through IT.

#### **7.1.2 KEY PERSONNEL SUBSTITUTION**

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR. This notification shall be no later than 10 calendar days in advance of any proposed substitution and shall include

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by **FAR 52.249-6 Termination (Cost Reimbursement) Alt. IV** or FAR 52.249-8, Default (Fixed-Price Supply and Service).

### **7.2 GOVERNMENT-FURNISHED PROPERTY (GFP)**

The Government will provide contractor personnel with network access required to perform their work as necessary. On site personnel will also have network printer or multi-function device (MFD) access for official use. Contractor access to this Government furnished computer related equipment and networks is contingent on the individual possessing appropriate security credentials as outlined in Section 7.3.

### **7.3 SECURITY CONSIDERATIONS**

The contractor shall comply with GSA Order 2100.1 - "IT Security Policy", GSA Order ADM 9732.1C - "Suitability and Personnel Security", and OCHCO/OCIO HSPD-12 Personal Identity Verification and Credentialing Standard Operating Procedures (SOP). Background investigations are required for access to GSA information systems. The contractor shall adhere to all security-related laws, requirements and regulations that bind the Government.

The contractor shall comply with agency personal identity verification procedures that implement Homeland Security Presidential Directive - 12 Information Processing Standards Publication (FIPS PUB) Number 201. The contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a Federal Information system. Work on this project may require contractor personnel to have access to limited information to fully integrate financial, operational, procurement, and personnel data. The clearance is considered sensitive, but unclassified.

Contractor personnel working under this Task Order will not be required to have a security clearance. Selected contractor employees may be required to complete mandatory Security Awareness and Privacy Training (this training is often provided internally by GSA).

The contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of the task order. The contractor shall implement procedures to ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of sensitive Government information, data, and/ or equipment. The contractor's procedures shall be consistent with Government and GSA policies, including GSA Order 2100.1, Information Technology Security Policy (or most current version), OMB Memorandums & Circulars, FISMA, the Computer Security Act of 1987, and the Privacy Act.

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

### **7.4 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS**

#### **7.4.1 ORGANIZATIONAL CONFLICT OF INTEREST**

If the contractor has provided or is currently providing, or anticipates providing support to GSA that creates or represents an actual or potential organizational conflict of interest (OCI), the offeror shall immediately disclose this fact to the Contracting Officer in accordance with FAR Subpart 9.5. This disclosure shall occur regardless of whether the support provided was as the prime contractor, subcontractor, teaming partner or consultant on the effort. The contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the contractor (and any subcontractors, consultants or teaming partners) agrees to disclose information concerning the actual or potential conflict with any quote for any solicitation relating to any work in the TO. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5 and may require the offeror to submit a mitigation plan. **7.4.2 OCI MANAGEMENT AND MITIGATION PLAN FOR FUTURE CAP ACQUISITIONS**

The Government expects to conduct future acquisitions in support of the CAP program that are outside the scope of this procurement. In order to maximize competition, the contractor shall propose an OCI management and mitigation plan applicable to future potential CAP acquisitions. This plan is in addition to the mitigation plan that could potentially be required as a result of section 7.4.1, which pertains to OCI concerns regarding past and existing work. At a minimum, the OCI management and mitigation plan should detail the offeror's approach for addressing the following areas:

1. Ensuring that personnel involved in this acquisition (from planning to performance to closeout) (as used herein, "Group A" personnel) remain separated (firewalled) from personnel involved in the offeror's efforts to compete for future CAP acquisitions ("Group B" personnel). An effective plan will address preventing attendance by Group A personnel at Group B meetings; physical and logical controls (including but not limited to passwords) sufficient to prevent access by Group B personnel to Group A computer drives, emails, documents and other communications pertaining to CAP, and vice versa; establishment of internal policies, supported by periodic training, to prevent informal ("water-cooler") sharing of information between the two groups.
2. Designation of an authority within the management chain responsible for the management of this OCI management program
3. Commitment to stay current on OCI law and adjust the program accordingly
4. Immediate reporting to GSA CO of any breaches to the mitigation plan
5. Periodic reporting to GSA CO of the status of the program in accordance with sections 2.4.1.4 and 5.3.

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

Should the contractor also submit a mitigation plan for an actual or potential OCI identified under the section 7.4.1, the contractor may, with the Contracting Officer's approval, merge that plan with the plan required under section 7.4.2, after award of the task order.

### **7.4.3 NON-DISCLOSURE REQUIREMENTS**

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Execute and submit an Corporate Non-Disclosure Agreement (NDA) Form (Section 9 - List of Attachments, Attachment F) prior to the commencement of any work on the TO, and
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or quote information, or source selection information.

All proposed replacement contractor personnel also must submit a Non-Disclosure Agreement and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

## **7.5 TRAVEL**

### **7.5.1 TRAVEL REGULATIONS**

Contractor costs for travel will be reimbursed at the limits set in the Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S. (see FAR 31.205-46).

### **7.5.2 TRAVEL AUTHORIZATION REQUESTS**

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have travel approved by the COR. Request shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization (TA) Request for Government review and approval. Changes to approved TAs that will result a cost that exceeds the TA estimate by 10% or more shall be resubmitted to the COR for approval. Long distance travel will be reimbursed for cost of travel in accordance with the FTR.

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN and IA associated with the travel.

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

### **7.6 INTELLECTUAL PROPERTY RIGHTS**

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in FAR 52.227-14 apply.

## SECTION 8 - CONTRACT CLAUSES

### **8.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

FAR website: <a href="https://www.acquisition.gov/far/ClauseNo">https://www.acquisition.gov/far/Clause No</a>	Clause Title	Date
52.204-2	Security Requirements	(Aug 1996)
52.217-8	Option to Extend Services Fill-In Date:10 days	(Nov 1999)
52.217-9	Option to Extend the Term of the Contract Fill-In Date:30 days Fill-In Date:30 days Fill-In Date:5 years	(Mar 2000)
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	(Dec 2007)
52.232-22	Limitation of Funds	(Apr 1984)
52.244-6	Subcontracts for Commercial Items	(Dec 2010)
52.251-1	Government Supply Sources	(Aug 2010)
52.227-14	Rights in Data- General, Alternatives II and III	(Dec 2007)

### **8.2 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM) CLAUSES INCORPORATED BY REFERENCE**

The full text of a provision may be accessed electronically at:

GSAM website: <https://www.acquisition.gov/gsam/gsam.html>

Clause No	Clause Title	Date
552.232.25	Prompt Payment	(Nov 2009)
552.239-71	Security Requirements for Unclassified Information Technology Resources	(Jan 2012)

## SECTION 9 - LIST OF ATTACHMENTS

The information provided in Section 9 - List of Attachments is for reference only. The documents in Section 9 - List of Attachments are not intended to change the RFQ and any conflict therein should be resolved by referring and relying upon the RFQ. Because the Section 9 - List of Attachments reference materials may be outdated or contain information that has not been recently verified for accuracy, the Government does not warrant the accuracy of the information for purposes of this RFQ.

### 9.1 LIST OF ATTACHMENTS

Attachment	Title
A	COR Appointment Letter
B	Monthly Status Report
C	Travel Authorization Template (electronically attached .xls)
D	Consent to Purchase Template (electronically attached .xls)
E	Request to Initiate Purchase Template (electronically attached .xls)
F	Corporate Non-Disclosure Agreement
G	Acronym List
H	Problem Notification Report
I	Deliverable Acceptance-Rejection Report
J	CAP Organizational Structure
K	Quality Assurance Surveillance Plan (QASP)
L	Sample CAP OCI Monthly Compliance Statement
M	Project Staffing Plan Template (To be removed at time of award)
N	Key Personnel Qualification Matrix (To be removed at time of award)
O	Question and Answer Template (To be removed at time of award)



## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT A COR Letter of Appointment**



Victor\_White\_CORLe  
tterofAppointment.doc

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT B**

**MONTHLY STATUS REPORT FOR (MONTH)**

**Contractor Name**  
**Task Order Number**  
Prepared by:  
**Reporting Period:**  
Page 1 of \_\_

**Monthly Status Report**

**Work Planned for the Month**

**Work Completed During the Month**

**Work Not Completed During the Month**

**Work Planned for Next Month**

**Contract Meetings**

Indicate the meeting date, meeting subject, persons in attendance and duration of the meeting.

**Deliverable Status**

**Issues/Questions/Recommendations**

**Risks**

Indicate potential risks, their probability, impact, and proposed mitigation strategy.

OCI Compliance Statement Attachment

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT C**

TRAVEL AUTHORIZATION TEMPLATE



Section J Attachment  
C- Travel Authorizatic

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT D**

#### CONSENT TO PURCHASE TEMPLATE



Section J Attachment  
D- Consent to Purcha

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT E**

#### REQUEST TO INITIATE PURCHASE TEMPLATE



Section J Attachment  
E-Request to Initiate I

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT F**

**NON-DISCLOSURE AGREEMENT  
BETWEEN  
U.S. GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT CENTER (FEDSIM)  
AND  
[CONTRACTOR]**

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20XX (the "Effective Date"), is by and between GSA and [CONTRACTOR].

**WHEREAS**, [CONTRACTOR] and GSA FEDSIM have entered into [Contract No.], Task Order No. [INSERT] for services supporting the [CLIENT AGENCY AND PROGRAM/PROJECT NAME];

**WHEREAS**, [CONTRACTOR] is providing [DESCRIPTION, e.g., consulting/professional IT, engineering] services under the Task Order;

**WHEREAS**, the services required to support [PROGRAM/PROJECT NAME] involve certain information which the Government considers to be "Confidential Information"<sup>1</sup> as defined herein;

**WHEREAS**, GSA desires to have [CONTRACTOR]'s support to accomplish the Task Order services and, therefore, must grant access to the Confidential Information;

**WHEREAS**, [CONTRACTOR] through its work at a Government site may have access to Government systems or encounter information unrelated to performance of the Task Order which also is considered to be Confidential Information as defined herein;

**WHEREAS**, GSA on behalf of [CLIENT AGENCY] desires to protect the confidentiality and use of such Confidential Information;

**NOW, THEREFORE**, for and in consideration of the mutual promises contained herein, the parties agree as follows:

- 1. Definitions.** "Confidential Information" shall mean any of the following: (1) "contractor bid or proposal information" and "source selection information" as those terms are defined in 41 U.S.C. § 2101; (2) the trade secrets or proprietary information of other companies; (3) other information, whether owned or developed by the Government, that has not been previously made available to the public, such as the requirements, funding or budgeting data of the Government; and *for contracts/orders providing acquisition assistance*, this term specifically includes (4) past performance information, actual/proposed costs, overhead rates, profit, award fee determinations, contractor employee data of contractors/contractors, methods or procedures used to evaluate performance, assessments, ratings or deliberations developed in an evaluation process, the substance of any discussions or deliberations in an evaluation process, and any recommendations or decisions of the Government unless and until such decisions are publicly announced. This term is limited to unclassified information.
- 2. Limitations on Disclosure.** [CONTRACTOR] agrees (and the [CONTRACTOR] Task Order personnel must agree by separate written agreement with [CONTRACTOR]) not to distribute, disclose or disseminate Confidential Information to anyone beyond the personnel identified in the [ATTACHED ADDENDUM], unless authorized in advance by the GSA Contracting Officer in writing. The Contracting Officer and [CLIENT POC] will review the Addendum to ensure it includes only those individuals to be allowed access to the information. The Addendum, which may be updated from time to time, is approved when signed by the GSA Contracting Officer and [CLIENT POC].

---

<sup>1</sup> This does not denote an official security classification.

## SECTION 9 - LIST OF ATTACHMENTS

3. **Agreements with Employees and Subcontractors.** [CONTRACTOR] will require its employees and any subcontractors or subcontractor employees performing services for this Task Order to sign non-disclosure agreements obligating each employee/subcontractor employee to comply with the terms of this agreement. [CONTRACTOR] shall maintain copies of each agreement on file and furnish them to the Government upon request.
4. **Statutory Restrictions Relating to Procurement Information.** [CONTRACTOR] acknowledges that certain Confidential Information may be subject to restrictions in Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. § 2104), as amended, and disclosures may result in criminal, civil, and/or administrative penalties. In addition, [CONTRACTOR] acknowledges that 18 U.S.C. § 1905, a criminal statute, bars an employee of a private sector organization from divulging certain confidential business information unless authorized by law.
5. **Limitations on Use of Confidential Information.** [CONTRACTOR] may obtain Confidential Information through performance of the Task Order orally or in writing. These disclosures or this access to information is being made upon the basis of the confidential relationship between the parties and, unless specifically authorized in accordance with this agreement, [CONTRACTOR] will:
  - a) Use such Confidential Information for the sole purpose of performing the [PROGRAM/PROJECT] support requirements detailed in the Task Order and for no other purpose;
  - b) Not make any copies of Confidential Information, in whole or in part;
  - c) Promptly notify GSA in writing of any unauthorized misappropriation, disclosure, or use by any person of the Confidential Information which may come to its attention and take all steps reasonably necessary to limit, stop or otherwise remedy such misappropriation, disclosure, or use caused or permitted by a [CONTRACTOR] employee.
6. **Duties Respecting Third Parties.** If [CONTRACTOR] will have access to the proprietary information of other companies in performing Task Order support services for the Government, [CONTRACTOR] shall enter into agreements with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. [CONTRACTOR] agrees to maintain copies of these third party agreements and furnish them to the Government upon request in accordance with 48 C.F.R. § 9.505-4(b).
7. **Notice Concerning Organizational Conflicts of Interest.** [CONTRACTOR] agrees that distribution, disclosure or dissemination of Confidential Information (whether authorized or unauthorized) within its corporate organization or affiliates, may lead to disqualification from participation in future Government procurements under the organizational conflict of interest rules of 48 C.F.R. § 9.5.
8. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior or contemporaneous oral or written representations with regard to protection of Confidential Information in performance of the subject Task Order. This Agreement may not be modified except in writing signed by both parties.
9. **Governing Law.** The laws of the United States shall govern this agreement.
10. **Severability.** If any provision of this Agreement is invalid or unenforceable under the applicable law, the remaining provisions shall remain in effect.

In accordance with Public Law No. 108-447, Consolidated Act, 2005, the following is applicable:

These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 12958; section 7211 of title 5, United States Code (governing disclosures to Congress); section 1034 of title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); section 2302(b)(8) of title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the

## SECTION 9 - LIST OF ATTACHMENTS

Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including sections 641, 793, 794, 798, and 952 of title 18, United States Code, and section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive order and listed statutes are incorporated into this agreement and are controlling.

- 11. Beneficiaries.** If information owned by an individual or entity not a party to this agreement is disclosed or misappropriated by [CONTRACTOR] in breach of this agreement, such information owner is a third party beneficiary of this agreement. However, nothing herein shall create an independent right of action against the U.S. Government by any third party.

IN WITNESS WHEREOF, GSA and [CONTRACTOR] have caused the Agreement to be executed as of the day and year first written above.

UNITED STATES GENERAL SERVICES ADMINISTRATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

[CONTRACTOR]

\_\_\_\_\_  
Name\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\*Person must have the authority to bind the company.



## SECTION 9 - LIST OF ATTACHMENTS

**ADDENDUM TO  
NON-DISCLOSURE AGREEMENT  
BETWEEN  
U.S. GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT (FEDSIM)  
AND  
[CONTRACTOR]**

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010 (the “Effective Date”), is by and between GSA and [CONTRACTOR].

List of personnel (reference Section 2, Limitations on Disclosure, in Non-Disclosure Agreement):

- 1.
- 2.
- 3.
- 4.

IN WITNESS WHEREOF, GSA and [CONTRACTOR] have caused the Agreement to be executed as of the day and year first written above.

UNITED STATES GENERAL SERVICES ADMINISTRATION

\_\_\_\_\_  
Name  
Contracting Officer

\_\_\_\_\_  
Date

[CLIENT AGENCY]

\_\_\_\_\_  
Name  
[CLIENT POC TITLE]

\_\_\_\_\_  
Date

[CONTRACTOR]

\_\_\_\_\_  
Name  
[CONTRACTOR POC TITLE]

\_\_\_\_\_  
Date

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT G**

#### **LIST OF ACRONYMS**

CAF	Contract Access Fee
CAP	Common Acquisition Platform
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CO	Contracting Officer
COR	Contracting Officer's Representative
CPAF	Cost-Plus-Award-Fee
CPARS	Contractor Performance Assessment Reporting System
CPFF	Cost-Plus-Fixed-Fee
CTP	Consent to Purchase
EIT	Electronic and Information Technology
EST	Eastern Standard Time
FAR	Federal Acquisition Regulation
FEDSIM	Federal Systems Integration and Management Center
FFP	Firm-Fixed-Price
FOIA	Freedom of Information Act
FSS	Federal Supply Schedule
FTR	Federal Travel Regulation
GFI	Government-Furnished Information
GFP	Government-Furnished Property
GSA	General Services Administration
GSAM	General Services Administration Acquisition Manual
IA	Interagency Agreement
IAE	Integrated Award Environment
IDES	Integrated Disability Evaluation System
IT	Information Technology
IMS	Integrated Master Schedule
JTR	Joint Travel Regulation
MAS	Multiple Award Schedule
MS	Microsoft
MSR	Monthly Status Report
NCR	National Capital Region
NDA	Non-Disclosure Agreement

## SECTION 9 - LIST OF ATTACHMENTS

NLT	No Later Than
NSP	Not Separately Priced
NTE	Not-to-Exceed
OCI	Organizational Conflict of Interest
OCM	Organizational Change Management
ODC	Other Direct Costs
OLA	Operations Level Agreements
PM	Program/Project Manager
PMO	Program Management Office
PMP	Project Management Plan
PNR	Problem Notification Report
POC	Point of Contact
PPIRS	Past Performance Information Retrieval System
PS	Project Start
Q&A	Question and Answer
QAP	Quality Assurance Plan
QASP	Quality Assurance Surveillance Plan
RFQ	Request for Quote
RIP	Request to Initiate Purchase
SF	Standard Form
SLAs	Service Level Agreements
SMART	Specific, Measurable, Actionable, Relevant, and Timely
SOP	Standard Operating Procedures
SOW	Statement of Work
TBD	To Be Determined
TEB	Technical Evaluation Board
TO	Task Order
TOA	Task Order Award
TOS	Tracking and Ordering System
TPOC	Technical Point of Contact
TSM	Technical Status Meeting
U.S.	United States
U.S.C.	United States Code
UIC	Unit Identification Code

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT H**

**PROBLEM NOTIFICATION REPORT**

TASK ORDER NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Nature and sources of problem:
2. COR was verbally notified on: (date) \_\_\_\_\_
3. Is action required by the Government? Yes \_\_\_\_\_ No \_\_\_\_\_
4. If YES, describe Government action required and date required:
5. Will problem impact delivery schedule? Yes \_\_\_\_\_ No \_\_\_\_\_
6. If YES, identify what deliverables will be affected and extent of delay:
7. Can required delivery be brought back on schedule? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Describe corrective action needed to resolve problems:
9. When will corrective action be completed?
10. Are increased costs anticipated? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Identify amount of increased costs anticipated, their nature, and define Government responsibility for problems and costs:

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT I**

**DELIVERABLE ACCEPTANCE/REJECTION FORM**

Dear (insert name of COR)

Please review the deliverable identified below, sign and date, and provide any comments either in the space provided or on an attached form. Comments are due by **XX/XX/20XX**.

DELIVERABLE NAME:

AGENCY NAME:

PROJECT NAME:

FEDSIM TASK ORDER/CONTRACT NUMBER:

FEDSIM PROJECT NUMBER:

DELIVERABLE DUE DATE:

I have reviewed the aforementioned document and have:

- ☐ Accepted it without comments
- ☐ Accepted it with comments
- ☐ Rejected it with comments

COMMENTS:

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT J**

**CAP ORGANIZATIONAL STRUCTURE**



CAP  
Organization.docx

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT K**

#### **QUALITY ASSURANCE SURVEILLANCE PLAN**



GSC-QFOB-14-32823  
QASP CAP FS V2.0.doc

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT L**

#### **Sample CAP OCI Monthly Compliance Statement**



Sample CAP FS OCI  
Monthly Compliance S



## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT M**

#### **PROJECT STAFFING PLAN TEMPLATE (To be removed at time of award)**



Project Staffing Plan  
Template.xlsx

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT N**

#### **Key Personnel Qualification Matrix (To be removed at time of award)**

EXAMPLE - The following is an example of how the matrix shall map to Section H of the task order. The example detailed below describes a case in which the task order requires a Senior Network Engineer:

H.X.X.X Senior Network Engineer

It is desirable that the Senior Network Engineer have significant experience managing the design, development, implementation, testing, and maintenance of large (over 100 servers, 1000 workstations, and 10 locations) local and wide area networks in a secure Federal Government environment. The Senior Network Expert should have IRM experience managing an integrated network with a diversity of users. The individual should be functionally proficient in the operations and maintenance of local, metropolitan, and wide area networks using automated network management tools, responding to both client and user requests for applications assistance and network modifications and enhancements. The Senior Network Engineer should have experience supervising at least thirty network support staff of various job categories and skills. The Senior Network Engineer should have broad-based skills and experience managing the migration of separate networks into single WAN, performing routine system maintenance and troubleshooting, managing the installation of software upgrades, maintaining network performance, and recommending enhancements.

The contractor for this example is proposing John Smith as a Senior IT Analyst. The Key Qualification Matrix would be formatted as follows:

## SECTION 9 - LIST OF ATTACHMENTS

### **KEY PERSONNEL QUALIFICATIONS MATRIX**

Proposed Personnel Name: John Smith

Proposed meets the TO requirements (per H.X.X.X) for: Senior Network Engineer

Proposed meets the requirements of the Basic Contract for Labor Category: Senior IT Analyst

Proposed meets the TO Clearance Level requirements: Not a requirement for this position

Proposed person is available to begin work on the start date designated in Section F.

<b>Requirements</b>	<b>Years of Experience</b>	<b>Description of qualifications and experience</b>
<b>RFQ 7.2</b>		
Experience managing the design, development, implementation, testing, and maintenance of large (over 100 servers, 1000 workstations, and 10 locations) local and wide area networks in a secure Federal Government environment		
IRM experience managing an integrated network with a diversity of users		
Functionally proficient in the operations and maintenance of local, metropolitan, and wide area networks using automated network management tools, responding to both client and user requests for applications assistance and network modifications and enhancements		
Experience supervising at least thirty network support staff of various job categories and skills		
Broad-based skills and experience managing the migration of separate networks into a single WAN, performing routine system maintenance and troubleshooting, managing the installation of software upgrades, maintaining network performance, and recommending enhancements		

Note: Multiple pages for qualifications are acceptable.

See page limitations in section 11.7.2.

END OF EXAMPLE

## SECTION 9 - LIST OF ATTACHMENTS

### **ATTACHMENT O**

#### **Question and Answer Template (To be removed at time of award)**



Question and  
Answer template.doc

SECTION 10 - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF  
OFFERORS OR RESPONDENTS

This page intentionally left blank.

**11.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE  
(FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation of offer. The solicitation provisions and/or contract clauses are available in either HTML or PDF format at:

<http://www.acquisition.gov/far>.

Provision No	Provision Title	Date
52.215-1	Instructions to Offerors-Competitive Acquisition	(Jan 2004)
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Alternate IV	(Oct 2010)
52.232-38	Submission of Electronic Funds Transfer Information with Offer	(May 1999)

**11.2 GENERAL INSTRUCTIONS**

- a. Offerors shall furnish the information required by this solicitation. A Standard Form (SF) 18, "Request for Quotation," completed and signed by the offeror, Block 14, constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the SF 18 must be executed by a representative of the offeror authorized to commit the offeror to contractual obligations.
- b. Offerors are expected to examine this entire solicitation document including the Contract. Failure to do so will be at the offeror's own risk.
- c. The Government may make award based on initial offers received, without discussion of such offers. Quotes shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in quotes is prescribed in 18 U.S.C. 1001.
- d. Offerors submitting restrictive data will mark it as follows in accordance with the FAR 52.215-1, Instructions to Offerors - Competitive Acquisition, which is incorporated by reference. Clause 52.215-1 states: "Offerors who include in their proposals data they do not want disclosed to the public for any purpose or used by the Government except for evaluation purposes, shall –

Mark the title page with the following legend:

"This quote includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed--in whole or in part--for any purpose other than to evaluate this quote or quotation. If, however, a TO is awarded to this offeror as a result of--or in connection with--the submission of this data, and the Government incorporates the quote as part of the award, the Government shall have the right to duplicate, use, or disclose the data. Also, this restriction does not limit the

Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to the restriction is contained in sheets (insert numbers or other identification of sheets)"; and

Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this quote."

- e. The Government assumes no liability for disclosure or use of unmarked data and may use or disclose the data for any purpose. Unless restricted, information submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).
- f. The authorized negotiator or the signatory of the SF 18 will be notified of the date and time of the oral technical quote presentation. Offerors shall provide the name of the individual, the position title, telephone number, fax number, and electronic mail address of that individual.

### **11.3 SUBMISSION OF QUESTIONS**

Offerors are requested to submit their questions grouped by solicitation Section and make reference to the particular Section/Subsection number. Questions must be received before the date specified for receipt of questions using the format in Section 9, Attachment O.

**Questions or requests for extension submitted after the cut-off date will not be considered.**

Any information given to a prospective offeror concerning this solicitation will be furnished promptly to other prospective offerors as an amendment to the solicitation.

### **11.4 GENERAL INFORMATION**

The total estimated ceiling amount of the TO is between \$37.4 million and \$41.5 million. The estimate does not include FFP CLINs, Tools, Long Distance Travel, and ODCs; it only pertains to the total value of CLINs X0002. ODCs on this TO are subject to the \$3,000 cost limitation.

### **11.5 SUBMISSION OF OFFERS**

Each offer shall be in three parts.

The offeror shall submit all parts on the due date indicated in the Cover Letter.

Part I is the written Price quote and shall contain the following:

- a. Request for Quotation (SF 18) (TAB A)
- b. Supplies or Services and Prices (TAB B)
- c. Price Supporting Documentation (TAB C)
- d. Subcontractor Supporting Documentation (TAB D)
- e. Cost/Pricing Assumptions (TAB E)
- f. Organizational Conflict of Interest Statement (TAB F)
- g. OCI Management and Mitigation Plan for future CAP acquisitions (TAB G)
- h. Contractor Registration (TAB H)

i. Price Explanation (TAB I)

Part II is the written Technical quote and shall contain the following:

- a. Project Staffing Plan Table (TAB AA) (no limit)
- b. Key Personnel Qualification Matrix, including Letters of Commitment (TAB BB) (limited to six pages for each Key Person, including additional Key Personnel proposed by the offeror; the Letter of Commitment counts as one of those six pages)
- c. Corporate Experience (TAB CC) (limited to five pages per experience reference)
- d. Assumptions (if any) (TAB DD)

Pass/Fail criteria are part of this submission. See Section 12.4.

Part III is the separately bound slides for the oral technical quote presentation and shall contain the following:

- a. Technical and Management Approach
  - o Methodology for ensuring accountability and smooth execution of the requirements identified within this Task Order
  - o Understanding of CAP's Environment and Challenges
- b. Key Personnel and Project Staffing
- c. Corporate Experience

The CO will schedule the oral technical quote presentations after all offers are received. The oral technical quote presentation shall contain the information shown above.

**11.6 SUBMISSION OF THE WRITTEN PRICE QUOTE (PART I)**

Written Price Quotes shall be submitted as one written original and two electronic copies (CD or DVD). The offeror shall submit all proposed costs using Microsoft Excel software utilizing the formats without cells locked and include all formulas. The quote shall contain the following tabs:

- a. Request for Quotation (SF 18) (Tab A). When completed and signed by the offeror, constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the form must be executed by representatives of the offeror authorized to commit the offeror to contractual obligations. Offerors shall sign the SF 18 in Block #14.
- b. Supplies or Services and Prices/Costs (Tab B). The offeror shall indicate the price to be charged for each item in Section 1 - Supplies or Services and Price/Costs rounded to the nearest whole dollar.
- c. Price Supporting Documentation (Tab C). The information requested in the quote is required to enable the Government to perform a cost or price analysis. The offeror shall prepare one summary schedule (Section 1 – Supplies or Services and Prices/Costs) which provides the total NTE amount for each CLIN and the total NTE price offered. Along with the summary schedule, the offeror is required to provide full back-up documentation for each CLIN and proposed Task Area. The back-up documentation shall detail the labor categories to be used, labor hours proposed by category, and material and equipment costs, and a total cost breakdown (to include a summary total for each cost



## SECTION 11 - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

component, e.g., labor, overhead, or general and administrative) to support product price information. The offeror shall identify the discounts offered by the offeror and/or the offeror's teaming partners(s).

- d. Subcontractor and/or Teaming Partner Supporting Documentation (Tab D). Both teaming and subcontracting are permissible under this RFQ. If a teaming arrangement is proposed, each teaming partner shall provide a copy of their applicable GSA Schedule Contract to substantiate the rates offered. If subcontracting is proposed, all labor and materials proposed must be contained within the prime contractor's GSA Schedule Contract. Furthermore, the prime contractor shall disclose to the Government's CO a copy of the subcontract pricing, terms and conditions, or teaming agreement. The Government will evaluate the acceptability of any subcontracting or teaming arrangement as part of its evaluation of price. Failure to provide complete supporting documentation may result in no further consideration of the offeror's quote. Subcontractors may submit proprietary data directly to the CO or through the prime contractor in a separate, sealed envelope.
- e. Cost/Pricing Assumptions (Tab E). Offerors must submit, under a separate tab, all (if any) assumptions upon which the Cost/Price Quote is based.
- f. Organizational Conflict of Interest Statement (Tab F). The offeror shall complete and sign an OCI Statement in which the offeror (and any subcontractors, consultants, or teaming partners) disclose information concerning actual or potential OCI affecting the offeror's quote or any work related to this RFQ, as it relates to the provisions of Section 7.4.1. The statement should be accompanied by the offeror's plan for mitigation, avoidance, or neutralization, if appropriate.
- g. OCI Management and Mitigation Plan for future CAP acquisitions(Tab G). The offeror shall provide an OCI mitigation and management plan applicable to future potential CAP acquisitions, in accordance with section 7.4.2
- h. Contract Registration (Tab H). The offeror shall submit a statement that the contract vehicle under which this quote is being submitted has been registered in TOS (<https://portal.fas.gsa.gov>) and that all information in TOS is up-to -date.
- i. Price Explanation (Tab I). The offeror shall describe why the total price of the TO is above or below the range in Section 11.5, if necessary. The offeror shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the quote the offeror would like the Government to consider as the justification for the deviation from the range.

**Pursuant to Section 11.6, offerors shall not include any price data in the technical quote.**

### **11.7 SUBMISSION OF THE WRITTEN TECHNICAL QUOTE, PART II**

Each offeror shall submit all information described in the following paragraphs. The offeror shall provide one written original, four written copies, and two electronic copies (CD or DVD) containing all required Sections of this Part. Please note that that the written technical quote shall be separately bound from the oral technical presentation slides as stated in Section 11.9.

### **11.7.1 PROJECT STAFFING PLAN TABLE (TAB AA)**

The offeror shall provide a Project Staffing Plan Table in accordance with the Project Staffing Plan Table Template contained in Section 9 - List of Attachments, Attachment M. The submission shall contain all individuals that will be working on this effort. All Key Personnel proposed shall be available to begin work immediately on the Project Start Date.

If the names of all non-Key Personnel are not known prior to offer submission, the offeror may indicate "to be determined" in the Project Staffing Plan Table. The names of non-Key Personnel are the only identifiers that may remain unspecified in the Project Staffing Plan Table. The names of all non-Key Personnel that can be provided shall be provided.

### **11.7.2 KEY PERSONNEL QUALIFICATION MATRIX (TAB BB)**

The offeror shall submit a Key Personnel Qualification Matrix for each Key Person proposed relating the specialized experience identified in Section 7.1 of this TO and the qualifications of the person or persons being proposed for that position. For those additional Key Personnel proposed, the offeror shall identify the specialized experience and the corresponding qualifications that are appropriate for performing the task in this RFQ. Each Key Personnel Qualification Matrix shall be limited to six pages, including the Letter of Commitment. The offeror shall represent the following:

- a. All Key Personnel meet the requirements of the offeror's MOBIS Contract and associated Schedule.
- b. All Key Personnel meet the requirements of the TO, including security requirements in Section 7.3.
- c. All Key Personnel named are available to begin work on the Project Start Date.
- d. Letter of Commitment, signed by each proposed Key Person at the proposal submission due date.

### **11.7.3 CORPORATE EXPERIENCE (TAB CC)**

The offeror shall provide Corporate Experience for three projects/programs performed within the last five years, of which two were performed by the prime contractor that will perform this effort. Corporate Experience is required for the prime; it can be augmented by team members. Each of these three projects/programs must be similar in size, scope, **and** complexity to the requirements identified in Section 2 - Statement of Work. Responses shall be limited to five pages per experience reference.

### **11.7.4 TECHNICAL ASSUMPTIONS (TAB DD)**

Offerors shall identify and address assumptions affecting the technical quote citing the component(s) of the quote to which they pertain.

The Government reserves the right to reject any quote that includes any assumption that adversely impacts the Government's requirements.

## **11.8 DELIVERY INSTRUCTIONS**

Offerors shall deliver written quotes and receive acceptance from:

## SECTION 11 - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Meredith Kozera  
GSC-QF0B-14-32823  
FEDSIM Project Number: GS00671  
GSA FAS AAS FEDSIM  
1800 F St NW  
Suite 3100  
Washington, DC 20405

Quotes not received by 11:00 a.m. Eastern Time (ET) on the date stated in the Cover Letter will not be considered.

### **11.9 PART III – ORAL TECHNICAL QUOTE PRESENTATION**

Each offeror shall make an oral technical quote presentation and participate in a question and answer (Q&A) session led by the CO and participated in by the Technical Evaluation Board (TEB) Members and other representatives of the Government. The offeror must be prepared to answer questions about the oral technical quote presentation and the written technical quote in the Q&A session. The oral technical quote presentation and Q&A session will be held at the unclassified level. The oral technical quote presentation will be used to assess the offeror's capability to satisfy the requirements set forth in the RFQ. The offeror's oral technical quote presentation shall contain the information in Section 11 - Instructions, Conditions, and Notices to Offerors and Respondents.

The contents of all quotes will be delivered to FEDSIM at the same time. The oral technical quote presentation, Part III, shall be separately bound from Parts I and II.

Oral technical quote presentation slides presented that differ from slides delivered with the technical quote will not be evaluated.

#### **11.9.1 ORAL TECHNICAL QUOTE PRESENTATION CONSTRAINTS**

The offeror shall identify the authors of the presentation by name and association with the offeror. Attendance at the presentation and the subsequent Q&A session shall be limited to the offeror's Key Personnel (all Key Personnel are required to attend) and no more than three additional corporate representatives of the offeror. An offeror's "Key Personnel" includes only those persons who will be assigned to the TO as Key Personnel as described in Section 7 - Special Contract Requirements. Three additional people (e.g., CEO's, company presidents, or contract representatives) from the offeror may attend, but will not be allowed to participate in the presentation. Any of the three additional personnel may make a brief introduction which will not be evaluated, but will count towards the offeror's allotted time. For the remainder of the presentation, only Key Personnel shall present.

The offeror will be given 15 minutes for set up. After opening remarks by the Government, the offeror will be given up to 60 minutes to present. The presentation will be stopped precisely after 60 minutes.

Upon completion of the presentation, the Government will caucus to formulate any questions regarding the technical quote. The Government and offeror will then address any questions or clarifications posed by the CO or the TEB Chairperson. The offeror may briefly caucus in the room to coordinate responses to specific requests for clarification. The total presentation, caucus

and clarification session may last approximately three to four hours. The CO and the TEB Chairperson will be responsible for ensuring the schedule is met and that all offerors are given the same opportunity to present and answer questions.

### **11.9.2 ORAL TECHNICAL QUOTE PRESENTATION MEDIA**

There is no limit to the number of slides that can be presented during the oral technical presentation, but only those slides actually presented during the oral presentation will be considered for evaluation. Offerors need to address points on each slide to be considered.. Any slides over and above those presented during the oral presentation will be returned to the offeror and will not be evaluated as part of this source selection. No other media may be used. Presentation media is limited to computer-based graphics of the offeror's choice or normal viewgraph slides displayed using an appropriate projector. Unobtrusive company logos or names can be inserted in any or all slides. Slides should be sequentially numbered in the lower right corner. Transition effects shall not be used. The slides shall not contain any fonts smaller than a proportionally spaced font (such as Times New Roman) of at least 12 point.

Except for the screen provided in the conference room, the Government will provide no equipment. The offeror shall be responsible for any equipment necessary for the presentation.

### **11.9.3 ORAL TECHNICAL QUOTE PRESENTATION SCHEDULING**

The CO will schedule the oral technical quote presentation with the authorized negotiator or the signatory of the SF 18. Time slots will be assigned randomly and may not be changed or traded. The Government reserves the right to reschedule any offeror's oral technical quote presentation at its sole discretion.

Oral Technical Quote Presentations will be given at facilities designated by the CO. The exact location, seating capacity, and any other relevant information will be provided when the presentations are scheduled.

### **11.9.4 RECORDING OF THE ORAL TECHNICAL QUOTE PRESENTATION**

The offeror may **not** record or transmit any of the oral presentation process. All offeror's electronic devices shall be removed from the room while the Government is caucusing after the oral presentation.

### **11.9.5 ORAL TECHNICAL QUOTE PRESENTATION TOPICS**

The Government does not expect the offeror to provide a thorough presentation of those items already submitted in writing in Part II. Instead, the offeror shall address this information under the topics provided. The oral technical quote presentation shall include the following topics, and be organized in the following order:

- a. Topic 1: Technical and Management Approach
  - 1. Subtopic 1: Methodology for ensuring accountability and smooth execution of the requirements identified within this Task Order
  - 2. Subtopic 2: Understanding of CAP's Environment and Challenges
- b. Topic 2: Key Personnel and Project Staffing
- c. Topic 3: Corporate Experience

#### **11.9.5.1 TECHNICAL AND MANAGEMENT APPROACH (TOPIC 1)**

The offeror shall identify the Management Approach, techniques, and tools that the offeror will use to accomplish the requirements identified in this solicitation. The offeror shall tailor the management approach to achieve the requirements as identified in Section 2 - Statement of Work. The Management Approach shall describe the following:

- a. The methodology and techniques to be used in fulfilling the CAP Program implementation requirements as outlined in the Statement of Work.
- b. The offeror's approach for providing program management support.
- c. The offeror's approach/ability to react to the client's requirements and the dynamics of a rapidly changing world and mission environment through dedicated resources, quick responses, and flexibility when determining information technology solutions.
- d. The offeror's methodology for maintaining the expertise of personnel.
- e. The offeror's approach/process for customer relationship management and problem escalation.

#### **11.9.5.2 KEY PERSONNEL AND PROJECT STAFFING (TOPIC 2)**

During the oral presentation, the offeror shall discuss their project staffing approach, describing the project staffing strategy, rationale for the proposed labor mix, and the experience, skill, and qualifications of the proposed personnel. For those additional Key Personnel proposed, the offeror shall identify the specialized experience and the corresponding qualifications for this experience. . The offeror shall specifically address the following:

- a. Rationale for choosing the Key Personnel. Describe how each Key Person would be involved in each task/subtask and how their qualifications and experience uniquely qualify them for the Key Personnel positions described in Section 7 – Special Contract Requirements.
- b. Strategy for maintaining required support levels, to include on boarding and personnel transition management.
- c. Approach to hiring, retaining and replacing appropriately cleared personnel throughout the life of this TO.

#### **11.9.5.3 CORPORATE EXPERIENCE (TOPIC 3)**

The offeror shall discuss its Corporate Experience that reflects/identifies experience on projects that are similar in size, scope, and complexity to the requirements contained in the Section 2 Statement of Work of the RFQ. The offeror shall discuss the scope of work, the period during which the work occurred, the dollar value of the work performed, the client and project, the specific responsibilities of the offeror, major deliverables produced, performance measures/service levels applied, and any problems or issues that occurred and the corrective action taken. The TEB will view prime work more favorably than subcontractor work.

## **12.1 METHOD OF AWARD**

The Government anticipates awarding a TO to the offeror whose quote is the most advantageous to the Government, price and other factors considered. Technical quotes will be evaluated based on the factors described in Section 12.4. All evaluation factors other than price, when combined, are significantly more important than price. Award will be made to the offeror whose quote is determined to be the best value for the Government.

Quotes shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in quotes is prescribed in 18 U.S.C. 1001.

## **12.2 EXPLANATION FOR BASIS OF AWARD**

This award will be made under FAR 8.4; formal debriefings will not be conducted. In accordance with 8.405-2(d), a brief explanation of the basis for the award decision shall be provided upon request within five calendar days after notice of award.

## **12.3 PRICE QUOTE EVALUATION**

The offeror's written price quote will be evaluated by the Government. Prices that are excessively high or low (without sufficient justification) may be considered unrealistic and unreasonable and may receive no further consideration. Any quote that is not within the estimated price range provided, shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the quote the offeror would like the Government to consider as the justification for the deviation from the range. A determination of price realism and reasonableness will also include a determination by the CO that proper discounts have been offered commensurate with maximum order thresholds for prime contractors and teaming partners and in accordance with subcontractor arrangements. The Government reserves the right to reject any quote that includes any assumption that adversely impacts the Government's requirements.

The Government will evaluate each price quote for the realism and reasonableness of its pricing. The price realism determination will look at the labor mix and hours proposed. Price reasonableness will be determined by looking at whether the total price is reasonable, since labor and material rates set forth in GSA Schedule contracts are deemed fair and reasonable under FAR 8.404(d). Also, the Government will consider team discounts that are required to remain in effect for the period of performance of the TO.

### **12.3.1 ORGANIZATIONAL CONFLICT OF INTEREST**

Tab F will be evaluated to assess whether or not an actual or potential OCI exists. If an actual or potential conflict of interest is identified that cannot be mitigated, avoided, or waived in accordance with FAR Part 9.5, that offeror will be ineligible for award. The offeror shall include an OCI mitigation strategy for this acquisition in accordance with Section 7.4.1 if there is a concern that an OCI may exist. Any mitigation strategies will be evaluated in order to determine whether OCI concerns would be mitigated through the strategy proposed.

### **12.3.2 OCI MANAGEMENT AND MITIGATION PLAN FOR FUTURE CAP ACQUISITIONS**

Tab G will be evaluated to assess the adequacy of the OCI mitigation and management plan applicable to future potential CAP acquisitions, in accordance with section 7.4.2. The offeror's ability to compete for future work related to, or arising out of, this current acquisition will be impacted by the degree to which the plan effectively mitigates OCI concerns that might arise in these future acquisitions.

### **12.3.3 PRICE ASSUMPTIONS**

The Government reserves the right to reject any quote that includes any price assumptions that may adversely impact satisfying the Government's requirements.

### **12.3.4 OVERTIME AND EXTENDED BILLING HOUR PRACTICES**

The Government reserves the right to reject any quote that includes overtime or extended hours billing practices that adversely impact or affect the Government's requirements to the extent consistent with the Service Contract Act of 1965

## **12.4 TECHNICAL EVALUATION FACTORS**

The Government will evaluate technical quotes (Section 11 - Instructions, Conditions, and Notices to Offerors or Respondents, Part II and Part III) based on the following factors:

Factor 1: Technical and Management Approach (Section 11.9.5.1)

Factor 2: Key Personnel and Project Staffing as shown on the written Project Staffing Plan Table/Key Personnel qualifications (Section 7.1, 11.7.1, 11.7.2, 11.9.5.2).

Factor 3: Corporate Experience (Section 11.7.3, 11.9.5.3)

The technical quote evaluation factors are listed in descending order of importance. All three technical factors combined are significantly more important than price. The Government will combine the results of the written and oral submissions to arrive at a rating for the technical evaluation factors as a whole. The receipt of an evaluation rating of Not Acceptable in any single Factor may result in the overall quote being determined Not Acceptable and therefore ineligible for award. **A failure on any single Pass/Fail criteria will make the quote ineligible for award, with no further evaluation of the technical and pricing quote accomplished by the Government.**

#### Pass/Fail Elements:

The following pass/fail elements are part of this evaluation:

- a. The Government will reject any quote that does not provide a name for each Key Person proposed at the quote submission due date. A quote that states, "To Be Determined" or TBD for a proposed Key Person, or omits a Key Person, will be rejected by the Government (Section 11.7.2). The Government will reject any quote that does not provide a Letter of Commitment, signed by each proposed Key Person, at the quote submission due date (Section 11.7.2).

## SECTION 12 - EVALUATION FACTORS FOR AWARD

- b. The Government will reject any quote in which the offeror and/or teaming partners (if any) do not collectively possess the required Schedule 874 SINs as stated in the Cover Letter.

### **12.4.1 FACTOR 1: TECHNICAL AND MANAGEMENT APPROACH**

The Government will evaluate the degree to which the offeror's Management Approach reflects an effective, efficient, feasible, and practical level of understanding of the operating environment in accomplishing the tasks and deliverables of this TO from a management perspective, in particular those areas described in Section 11.9.5.1, with minimal risk, and innovative and cost effective ideas. The Government will also evaluate the project management strategy including indicators showing how the project will be implemented and the offeror's ability to manage resources. The offeror's management approach will be evaluated based on the degree to which it demonstrates:

- a. The methodology and techniques to be used in fulfilling the CAP Program implementation requirements as outlined in the Statement of Work.
- b. The offeror's approach for providing program management support.
- c. The offeror's approach/ability to react to the client's requirements and the dynamics of a rapidly changing world and mission environment through dedicated resources, quick responses, and flexibility when determining information technology solutions.
- d. The offeror's methodology for maintaining the expertise of personnel.
- e. The offeror's approach/process for customer relationship management and problem escalation.

### **12.4.2 FACTOR 2: KEY PERSONNEL AND PROJECT STAFFING**

The project staffing plan will be evaluated to assess the degree to which it provides an appropriate level of effort and skills to support the requirements of the TO, including the estimated hours and labor mix, and the experience, skill, and qualifications of the personnel proposed (staffing plan will be completed in accordance with Section 11.7.2). The Key Personnel matrix will be evaluated to assess the appropriateness and completeness of the experience, skill, and qualifications of the proposed Key Personnel identified in Section 7.1. Key Personnel will also be evaluated to assess the currency and applicability of experience as it relates to Section 7.1.

### **12.4.3 FACTOR 3: CORPORATE EXPERIENCE**

The Corporate Experience factor will be evaluated based on the degree to which the offeror's:

- a. Corporate experience reflects/identifies experience on projects that are similar in size, scope, and complexity to the requirements contained Section 2 - Description/ Specification/Statement of Work in the RFQ.
- b. Corporate experience reflects current experience and the offeror's roles and responsibilities are similar in size, scope and complexity to the requirements contained in Section 2 - Statement of Work of the RFQ.



**12.5 TECHNICAL ASSUMPTIONS**

Offeror assumptions will be reviewed in the context of the technical factor to which they apply. The Government reserves the right to reject any quote that includes any assumption that may adversely impact satisfying the Government's requirements.



April 10, 2014

**SUBJECT: General Services Administration (GSA), Federal Acquisition Service (FAS), Common Acquisition Platform (CAP) Foundational Support Request For Quote (RFQ) GSC-QFOB-14-32823**

**ATTN: All Service Disabled Veteran Owned Small Businesses (SDVOSBs) under GSA Multiple Award Schedule (MAS) 874 Mission Oriented Business Integrated Services (MOBIS) SIN 874-1 and 874-6.**

This letter transmits the General Services Administration (GSA), Federal Acquisition Service (FAS), Federal Systems and Integration Management Center (FEDSIM), Request For Quote (RFQ) GSC-QFOB-14-32823. This solicitation will provide services for the GSA CAP Foundational Support requirement.

In accordance with Section 11 of the RFQ, Offerors shall submit their proposal in three Parts. All three parts are due on the same date and time. Please note the requirements for each part:

- **PART I: Written Cost/Price Quote**  
Instructions for the Written Cost/Price Quote can be found in Section 11.6 of the RFQ. One written original and two electronic copies (CD or DVD) are due no later than **May 9, 2014, at 11:00AM Eastern**.
- **PART II: Written Technical Proposal**  
Instructions for the Written Cost/Price Quote can be found in Section 11.7 of the RFQ. One written original, four written copies, and two electronic copies (CD or DVD) are due no later than **May 9, 2014, at 11:00AM Eastern**. Please note that that the written technical quote shall be separately bound from the oral technical presentation slides as stated in Section 11.10.
- **PART III: Oral Technical Quote Presentation**  
The Contracting Officer will schedule the oral technical quote presentations after all offers are received. Oral Technical Quote Presentations will be scheduled in accordance with Section 11.9 of the RFQ. The oral technical quote presentation, Part III, shall be separately bound from Parts I and II. One written original, four written copies, and two electronic copies (CD or DVD) of the presentation slides are due no later than **May 9, 2014, at 11:00AM Eastern**.

All quote materials shall be delivered to the following address:

Meredith Kozera  
GSC-QF0B-14-32823  
FEDSIM Project Number: GS00671  
GSA FAS AAS FEDSIM  
1800 F St NW  
Suite 3100  
Washington, DC 20405

If you intend to hand deliver your proposal, bring all materials to the E Street entrance of the GSA building at 1800 F Street NW Washington, DC 20405. Upon arrival, call Meredith Kozera, Contract Specialist, at 703-489-9092. The Contract Specialist will meet the offeror at the GSA loading dock on E Street. It is suggested that the offeror park on E Street in front of GSA or pull over right outside of the loading dock ramp to unload the boxes. Delivery acceptance/quote receipt will be given once the offeror has transferred his/her box of quote materials to the Contract Specialist at the loading dock on E Street. Please note that all quote boxes are subject to security scanning after receipt.

Written questions in reference to the RFQ may be submitted in accordance with Section 11.3. Questions shall be submitted electronically via email only to John Terrell, Contracting Officer at [john.terrell@gsa.gov](mailto:john.terrell@gsa.gov) and Meredith Kozera, Contract Specialist at [meredith.kozera@gsa.gov](mailto:meredith.kozera@gsa.gov) using the format provided in Section 9, Attachment O. Questions are due no later than **April 17, 2014 at 11:00AM Eastern**. Questions received after this deadline will not be considered.

Each offeror shall make an oral presentation of its technical proposal in accordance with the instructions in Section 11.9 of the solicitation. The Government anticipates scheduling of oral presentations the weeks of May 12, 2014 and May 19, 2014. Upon receipt of proposals, offerors will be provided an exact date and time of their oral presentation.

4/10/2014

X

(b) (6)

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John Terrell  
Contracting Officer

**Task Order Award  
GSQ0014AJ0121**

**CAP Foundational Support**

**in support of:**

***General Services Administration  
Federal Acquisition Service  
Common Acquisition Platform***

**Issued to:**

**Golden Key Group, LLC**

**The Contractor's Basic GSA Schedule contract is applicable to this Task Order.**

**Conducted under FAR 8.4. Do not intend to use FAR 15 principles.**

**Issued by:**

**General Services Administration  
Federal Systems Integration and Management Center (FEDSIM)  
1800 F St NW,  
Suite 3100  
Washington, DC 20405**

**September 8, 2014  
FEDSIM Project Number GS00671**

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.1 BASE PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
0001	Program Management (Task 1)	12	Month	\$ 288,966.00

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
0002	Labor (Tasks 2 - 6)	(b) (4)	\$ 7,136,376.00

Labor Category	Hourly Rate
Administrative Assistant I / Support Specialist I	(b) (4)
Analyst II	
Analyst III	
Consultant II	
Direct Support (DS)	
Multi-Media Specialist II	
Principal Consultant I	
Program Manager (Contract Level)	
Project Manager II	
Senior Analyst I	
Senior Analyst II	
Senior Analyst III	
Senior Consultant I	
Senior Consultant II	
Senior Facilitator I	
Subject Matter Expert I	
Subject Matter Expert II	
Subject Matter Expert III	
Technical Writer / Editor III	

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
0003	Long Distance Travel Including Indirect Handling Rate 0%	NTE	\$ 36,000
0004	ODCs Including Indirect Handling Rate 0%	NTE	\$ 3,000

**TOTAL BASE PERIOD CLINS:**

**\$ 7,464,342.00**

# SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

## 1.2.2 FIRST OPTION PERIOD:

### LABOR CLIN (FFP)

CLIN	Description	QTY	Unit	Total Firm Fixed Price
1001	Program Management (Task 1)	12	Month	\$ 276,454

### LABOR CLIN (LH)

CLIN	Description	Total Hours	Total NTE Ceiling
1002	Labor (Tasks 2 - 6)	(b) (4)	\$ 7,735,354

Labor Category	Hourly Rate
Administrative Assistant I / Support Specialist I	(b) (4)
Analyst II	(b) (4)
Analyst III	(b) (4)
Consultant II	(b) (4)
Direct Support (DS)	(b) (4)
Multi-Media Specialist II	(b) (4)
Principal Consultant I	(b) (4)
Program Manager (Contract Level)	(b) (4)
Project Manager II	(b) (4)
Senior Analyst I	(b) (4)
Senior Analyst II	(b) (4)
Senior Analyst III	(b) (4)
Senior Consultant I	(b) (4)
Senior Consultant II	(b) (4)
Senior Facilitator I	(b) (4)
Subject Matter Expert I	(b) (4)
Subject Matter Expert II	(b) (4)
Subject Matter Expert III	(b) (4)
Technical Writer / Editor III	(b) (4)

### COST REIMBURSEMENT TRAVEL and ODC CLINs

CLIN	Description		Total Ceiling Price
1003	Long Distance Travel Including Indirect Handling Rate 0%	NTE	\$ 36,000
1004	ODCs Including Indirect Handling Rate 0%	NTE	\$ 0

TOTAL FIRST OPTION PERIOD CLINs:

\$ 8,047,808.00

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.3 SECOND OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
2001	Program Management (Task 1)	12	Month	\$ 276,454

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
2002	Labor (Tasks 2 - 6)	(b) (4)	\$ 7,932,378

Labor Category	Hourly Rate
Administrative Assistant I / Support Specialist I	(b) (4)
Analyst II	
Analyst III	
Consultant II	
Direct Support (DS)	
Multi-Media Specialist II	
Principal Consultant I	
Program Manager (Contract Level)	
Project Manager II	
Senior Analyst I	
Senior Analyst II	
Senior Analyst III	
Senior Consultant I	
Senior Consultant II	
Senior Facilitator I	
Subject Matter Expert I	
Subject Matter Expert II	
Subject Matter Expert III	
Technical Writer / Editor III	

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
2003	Long Distance Travel Including Indirect Handling Rate 0%	NTE	\$36,000
2004	ODCs Including Indirect Handling Rate 0%	NTE	\$0

**TOTAL SECOND OPTION PERIOD CLINS:**

**\$ 8,244,832.00**

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.4 THIRD OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
3001	Program Management (Task 1)	12	Month	\$ 276,454

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
3002	Labor (Tasks 2 - 6)	(b) (4)	\$ 7,595,012

Labor Category	Hourly Rate
Administrative Assistant I / Support Specialist I	(b) (4)
Analyst II	(b) (4)
Analyst III	(b) (4)
Consultant II	(b) (4)
Direct Support (DS)	(b) (4)
Multi-Media Specialist II	(b) (4)
Principal Consultant I	(b) (4)
Program Manager (Contract Level)	(b) (4)
Project Manager II	(b) (4)
Senior Analyst I	(b) (4)
Senior Analyst II	(b) (4)
Senior Analyst III	(b) (4)
Senior Consultant I	(b) (4)
Senior Consultant II	(b) (4)
Senior Facilitator I	(b) (4)
Subject Matter Expert I	(b) (4)
Subject Matter Expert II	(b) (4)
Subject Matter Expert III	(b) (4)
Technical Writer / Editor III	(b) (4)

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
3003	Long Distance Travel Including Indirect Handling Rate 0%	NTE	\$36,000
3004	ODCs Including Indirect Handling Rate 0%	NTE	\$ 0

**TOTAL THIRD OPTION PERIOD CLINs:**

**\$ 7,907,466.00**



SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**1.2.5 FOURTH OPTION PERIOD:**

**LABOR CLIN (FFP)**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
4001	Program Management (Task 1)	12	Month	\$ 281,606

**LABOR CLIN (LH)**

CLIN	Description	Total Hours	Total NTE Ceiling
4002	Labor (Tasks 2 - 6)	(b) (4)	\$ 7,192,334

Labor Category	Hourly Rate
Administrative Assistant I / Support Specialist I	(b) (4)
Analyst II	
Analyst III	
Consultant II	
Direct Support (DS)	
Multi-Media Specialist II	
Principal Consultant I	
Program Manager (Contract Level)	
Project Manager II	
Senior Analyst I	
Senior Analyst II	
Senior Analyst III	
Senior Consultant I	
Senior Consultant II	
Senior Facilitator I	
Subject Matter Expert I	
Subject Matter Expert II	
Subject Matter Expert III	
Technical Writer / Editor III	

**COST REIMBURSEMENT TRAVEL and ODC CLINs**

CLIN	Description		Total Ceiling Price
4003	Long Distance Travel Including Indirect Handling Rate 0%	NTE	\$36,000
4004	ODCs Including Indirect Handling Rate 0%	NTE	\$ 0

**TOTAL FOURTH OPTION PERIOD CLINs:**

**\$ 7,509,940.00**

**GRAND TOTAL ALL CLINs:**

**\$ 39,174,388.00**

## SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

### **1.3 SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS TABLES**

#### **1.3.1 INDIRECT/MATERIAL HANDLING RATE**

Travel and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's Schedule Contract. If no indirect/material handling rate is allowable in accordance with the contractor's Schedule Contract, no indirect/material handling rate shall be applied to or reimbursed on such costs.

#### **1.3.2 LIMITATION ON OTHER DIRECT COSTS**

ODC costs incurred on GSA Schedule TOs are limited to a maximum of \$3,000 over the life of the TO.

#### **1.3.3 LABOR HOUR LABOR MIX AND LEVEL OF EFFORT**

The labor mix and level of effort specified in the contractor's quote and incorporated into this order are for estimation purposes. The contractor may re-allocate, with prior written approval of the Federal Systems Integration and Management Center (FEDSIM) Contracting Officer's Representative (COR), the number of hours by labor category, within each labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the Contracting Officer (CO) and added to the TO by modification.

### **1.4 INCREMENTAL FUNDING**

#### **1.4.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION**

Incremental funding for CLINs 0001 through 0004 is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through the end of the base period. The TO will be modified to add funds incrementally up to the maximum of ~~\$39,174,388.00~~ over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

SECTION 1 - SUPPLIES OR SERVICES AND PRICE/COSTS

**Funding Chart for FFP (Not to be incrementally funded)**

CLIN	CEILING	FUNDING	LEFT TO FUND
0001	\$ 288,966.00	\$ 288,966.00	\$ -
1001	\$ 276,454.00		\$ 276,454.00
2001	\$ 276,454.00		\$ 276,454.00
3001	\$ 276,454.00		\$ 276,454.00
4001	\$ 281,606.00		\$ 281,606.00
<b>TOTAL</b>	<b>\$ 1,399,934.00</b>	<b>\$ 288,966.00</b>	<b>\$ 1,110,968.00</b>

**Incremental Funding Chart for non FFP**

CLIN	CEILING	FUNDING	LEFT TO FUND
0002	\$7,136,376	\$ 7,136,376.00	\$ -
0003	\$ 36,000.00	\$ 36,000.00	\$ -
0004	\$ 3,000.00	\$ 3,000.00	\$ -
1002	\$7,735,354		\$ 7,735,354.00
1003	\$ 36,000.00		\$ 36,000.00
1004	\$ -		\$ -
2002	\$ 7,932,378.00		\$ 7,932,378.00
2003	\$ 36,000.00		\$ 36,000.00
2004	\$ -		\$ -
3002	\$ 7,595,012.00		\$ 7,595,012.00
3003	\$ 36,000.00		\$ 36,000.00
3004	\$ -		\$ -
4002	\$ 7,192,334.00		\$ 7,192,334.00
4003	\$ 36,000.00		\$ 36,000.00
4004	\$ -		\$ -
<b>TOTAL</b>	<b>\$37,774,454</b>	<b>\$ 7,175,376.00</b>	<b>\$ 30,599,078.00</b>

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

### **2.1 BACKGROUND**

On September 25, 2013, the General Services Administration (GSA), Federal Acquisition Service (FAS) formally established the Common Acquisition Platform (CAP) program under the Assistant Commissioner for the Integrated Award Environment (IAE). The CAP is envisioned to serve as a platform for assisting FAS customer agencies receive unbiased acquisition advice that will allow them to receive the best support for their agency's mission, regardless of where that support originates. CAP is intended to give customer agencies the tools necessary to pick the best acquisition strategy for solving their problem. The CAP program is divided into the Governance, Business Operations and Analytics, and Program divisions (see section 9, Attachment J). These divisions are responsible for delivering a holistic solution that is exportable government-wide. CAP goals include:

- Increasing GSA insight into government-wide transactional data (e.g., prices paid) to support improved market intelligence
- Build improved FAS offerings based on market, customer, and supplier intelligence
- Reduce costs associated with maintaining redundant acquisition systems and enhance the usefulness of those systems to support the continuous improvement of federal acquisitions
- Streamline the overall acquisition process through establishing a common marketplace where federal agencies can effectively manage the acquisition lifecycle from acquisition planning to closeout

CAP's success is predicated on its ability to drive better buying decisions across Government by creating transparency into Government spending. This will allow GSA to fulfill its mission to enhance Government-wide efficiency and deliver savings to the taxpayer.

#### **2.1.1 PURPOSE**

The purpose of this acquisition is to provide business and strategic planning support to the Common Acquisition Platform (CAP) program by assisting in organizational structural development, business operations and governance planning, and tactical and strategic initiatives development.

#### **2.1.2 AGENCY MISSION**

The mission of GSA is to deliver the best value in real estate, acquisition, and technology services to Government and the American people.

### **2.2 SCOPE**

FAS is developing a Common Acquisition Platform (CAP). The CAP Program is an IT and business strategy, not an IT solution. The scope of this task order is to assist the Government in developing a strategic path forward for CAP founded upon organizational change management, customer and stakeholder engagement and adoption, and the cultural transition into agile thinking and development. Taking into consideration organizational assessments and value propositions, support is required to establish the foundational strategy and framework upon which a sustainable, agile, and scalable platform is constructed. This effort is not limited to the

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

over 80 acquisition systems and/or applications and related processes currently managed by GSA. The contractor shall consider the entire universe of Government acquisition systems.

The following areas encompass the scope of the effort under this task order:

- Establishing governance processes for managing new requests and new processes
- Assisting in the development and maintenance of the target architecture for business processes and technology
- Establishing the framework for CAP day to day operations
- Assisting in the continuous improvement of the CAP program
- Establishing processes and frameworks for governing investments to recommend effective use of limited IT, financial, and human resources within GSA
- Assist with strategic planning and business prototyping to help define short term and long term vision, mission, objectives, and goals for the CAP program
- Implementation planning and business prototyping to achieve short term and long term strategic objectives and goals
- Support in implementing strategic plans
- Providing execution support to the CAP program
- Institutional transfer of knowledge and materials to Government staff and other support contractors for any information developed in support of this task order

Initially, the contractor shall build upon previously developed and ongoing initiatives, and align with other GSA efforts. As the CAP program evolves, further initiatives will be defined through the CAP strategy developed in conjunction with this task order. The contractor shall fully collaborate with additional efforts through the free flow of information. This includes coordinating with other support contractors and any future IT development efforts. The contractor shall work with the Government and other support contractors to ensure that cross pollination is consistent and supports the overall objective of CAP to be a holistic Government buying solution.

### **2.3 OBJECTIVE**

The objective of this task order is to help develop and execute a program strategy that will facilitate the roll out and adoption of CAP government-wide. The contractor shall employ a collaborative and iterative methodology for developing deliverables and problem solving with the goal of achieving a common CAP program vision.

### **2.4 TASKS**

As part of an overall requirement in support of the tasks that follow, the contractor shall provide an executable “road map” for accomplishing the CAP goals. This execution strategy shall contain appropriate methodology for ensuring accountability and smooth execution of the requirements identified within this Task Order.

Additionally, the contractor shall support the execution of the CAP program to provide GSA leadership with the ability to make strategic decisions on business opportunities.

#### **2.4.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT**

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Statement of Work (SOW). The contractor shall identify a Project Manager (PM) by name who shall provide management, direction, administration, quality control, and leadership in the execution of this TO. The contractor shall participate in meetings, teleconferences, email correspondence, and other online collaborative systems to guide the project team to a successful project conclusion.

### **2.4.1.1 SUBTASK 1.1 – COORDINATE A PROJECT KICK-OFF MEETING**

The contractor shall schedule and coordinate a Project Kick-Off Meeting at the GSA office located at 1800 F Street N.W., Washington, D.C., unless otherwise directed by the Contracting Officer. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from GSA, the CO, COR and other relevant Government personnel.

The contractor shall provide meeting notes NLT5 days after the Kick-Off meeting.

### **2.4.1.2 SUBTASK 1.2 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)**

The contractor shall document all support requirements in a PMP. The PMP shall include the following elements:

- Project Management Approach
- Work Breakdown Structure (WBS)
- Responsibility Matrix to include all associated responsibilities and partnerships with Government organizations/personnel
- Schedule with milestones, tasks, and subtasks required in this Task Order

The contractor shall provide the Government with a draft PMP on which the Government will make comments. The final PMP shall incorporate the Government's comments.

The PMP is an evolutionary document that shall be updated, at a minimum, quarterly. The contractor shall work from the latest Government-approved version of the PMP. The contractor shall ensure its PMP is aligned with the CAP Integrated Master Schedule (IMS).

### **2.4.1.3 SUBTASK 1.3 – QUALITY ASSURANCE PLAN**

The contractor shall develop a QAP, integrated with the PMP. The contractor shall periodically update the QAP as changes are identified or are necessary.

The QAP provides for inspection of all services and deliverables to verify conformance with acceptability standards specified in the Task Order and industry best practices. The QAP is a living document and shall be revised by the contractor as conditions change.

The QAP shall contain:

- Provisions for responding to and incorporating technical directions and comments from the COR and TPOC
- Descriptions of techniques to be employed for producing and validating services and deliverables conforming to the acceptable quality standards in the Task Order

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

- A description of the methodology that shall be used to ensure the Government receives quality services

### **2.4.1.4 SUBTASK 1.4 – PREPARE A MONTHLY STATUS REPORT (MSR)**

The contractor PM shall develop and provide an MSR (Section 9-List of Attachments, Attachment B) via electronic mail to the TPOC and the COR. The MSR shall include the following:

- Activities during reporting period, by task (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- Personnel gains, losses, and status (security clearance, etc.).
- Government actions required.
- Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- Summary of trips taken, conferences attended, etc. (attach trip reports to this MSR for reporting period).
- Organizational Conflict of Interest (OCI) compliance statement

### **2.4.1.5 SUBTASK 1.5 – CONVENE TECHNICAL STATUS MEETINGS**

The contractor PM shall convene a Status Meeting every other week with the TPOC and other Government stakeholders and provide status updates on the work under this task order using a mutually agreed upon format.

The contractor PM shall convene a monthly Contract Activity and Status Meeting with the TPOC, COR, and other vital Government stakeholders. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the COR within 5 workdays following the meeting.

### **2.4.1.6 SUBTASK 1.6 – PREPARE TRIP REPORTS**

The Government will identify the need for a Trip Report when the request for travel is submitted. The contractor shall also keep a summary of all long-distance travel that includes the name of the employee, location of travel, duration of trip, point of contact (POC) at travel location, and general description of the trip purpose.

### **2.4.1.7 SUBTASK 1.7 – TRANSITION-OUT**

The contractor shall facilitate transition to Government personnel or an incoming contractor at the expiration of the Task Order. The contractor shall provide a Transition-Out Plan NLT 90 calendar days prior to expiration of the Task Order. The contractor shall identify how it will

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate contractor to contractor coordination to ensure a seamless transition.
- Transition of key personnel
- Schedules and milestones
- Actions required of the Government

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

During transition-out, the contractor shall convene a transition-out lessons learned meeting. The purpose of the meeting is to review the key challenges, risks, and any successes that were realized during each of the project phases, and to present any final recommendations to the Government to ensure successful implementation of CAP. The transition-out lessons learned meeting will take place NLT 30 calendar days prior to expiration of the Task Order and will include a detailed write up of meeting minutes and final recommendations.

### **2.4.2 TASK 2 – PROVIDE ORGANIZATIONAL SUPPORT**

The contractor shall provide support to the CAP organization. This includes the development of a comprehensive business plan, Program Management Office (PMO) structural definition, Standard Operating Procedures (SOPs), and business cases to support CAP initiatives. The primary objective under this task is to create the organizational capacity to effectively achieve the CAP goals.

#### **2.4.2.1 SUBTASK 2.1 – DEVELOP CAP BUSINESS PLAN**

The contractor shall develop the CAP program's initial business plan that will highlight the value proposition for CAP to be implemented as a standalone GSA portfolio. The contractor shall analyze the operating landscape and recommend the most effective path to achieve a successful business strategy for the program that shall include customers in partnering with GSA CAP development through a shared services strategy.

#### **2.4.2.2 SUBTASK 2.2 – DEVELOP CAP PROGRAM MANAGEMENT OFFICE (PMO)**

The contractor shall work with the CAP program to develop and stand up a PMO. This includes recommending a strategy for maintaining a superior workforce to implement and manage the program, defining SOPs to maintain the program budget, and a strategy for day to day PMO operations. The contractor shall ensure that any deliverables created under this subtask align with any applicable GSA strategic plans and SOPs. The contractor shall provide execution support as



## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

defined by the Government during the life of the task order. The objective of this task is to create a PMO strategy that will respond to CAP's rapid growth.

### **2.4.2.3 SUBTASK 2.3 – PROVIDE BUSINESS PLANNING SUPPORT**

The contractor shall provide ongoing business planning support to develop ad hoc business cases in support of CAP initiatives and investments. These business cases will be instrumental in executing upon different milestones throughout the establishment of the CAP program. The Government will use these business cases to support the growth and development of a robust digital common access platform. The contractor shall address the cost benefit and value added for the initiatives that are proposed. The contractor shall develop business prototypes to model operations for CAP initiatives. These business cases shall assist leadership in making strategic decisions regarding business opportunities.

### **2.4.2.4 SUBTASK 2.4 - PROVIDE RISK MANAGEMENT STRATEGY SUPPORT**

The contractor shall provide risk management strategy support that will inform the CAP Risk Management Plan. The CAP Risk Management Plan will assist GSA in identifying potential risks (positive or negative) to successful implementation of the CAP solution. The contractor shall present recommendations for addressing these risks, and develop written procedures for a mechanism to estimate and prioritize the potential impact of identified risks.

### **2.4.2.5 SUBTASK 2.5 – PROVIDE ORGANIZATIONAL CHANGE MANAGEMENT STRATEGY SUPPORT**

The contractor shall provide change management strategy support that will result in a comprehensive Organizational Change Management (OCM) Plan. This plan will help to ensure that different CAP milestones will be adopted by stakeholders both internal and external to GSA. This plan shall address obstacles to change, and have the overall objective of ensuring adoption of the CAP Program.

### **2.4.2.6 SUBTASK 2.6 - PROVIDE OUTREACH AND STAKEHOLDER ENGAGEMENT STRATEGY SUPPORT**

The contractor shall provide outreach and stakeholder engagement strategy support that will result in a comprehensive Outreach Plan. The objective of this plan is to encourage stakeholders to increase their knowledge about the CAP vision and solution, and help market the benefits of a transition to a shared acquisition service solution. The contractor shall create and maintain a strategy for stakeholder awareness of the goals, objectives, and status of the CAP to ensure that stakeholder needs are being met. The contractor shall analyze behaviors, attitudes, and practices internal and external to GSA to identify risks to CAP development and implementation. The contractor shall assist in determining how to manage adoption of CAP government-wide with the emphasis on building a coalition and culture around CAP as a solution to achieve government-wide spending control and management. The contractor shall support the development of a strategy that engages both internal and external stakeholders in co-designing and prototyping the CAP solution.

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

The contractor shall recommend actions to support ongoing outreach activities necessary for creating a successful organization and the eventual implementation of and rollout of the CAP solution. The overall objective is to effectively socialize the CAP solution: internally to GSA, across Government, and across the broader acquisition community.

### **2.4.3 TASK 3 – PROVIDE CAP PROGRAM GOVERNANCE SUPPORT**

The contractor shall provide support to establish and execute the sustainable CAP governance framework and organization. This framework will provide the capacity for the CAP program to manage and develop a target business and technical architecture. In this framework, the Governance Division will be able to engage with GSA and external stakeholders to manage change through a rigorous prioritization process for adoption, enhancement, integration, and termination of systems. As a part of this task, the contractor shall support the following in coordination with the Government and other contractors:

- Complete CAP Systems Inventory Matrix. A comprehensive list of GSA systems needs to be developed and reconciled with the CAP boundary definitions
- Complete Acquisition Process Map. A high level acquisition process map needs to be integrated with the systems inventory
- Complete baseline integrated Acquisition Data Dictionary, including interagency coordination
- A strategy for integrating Systems Matrix, Processes, and Data into a useful baseline and target architecture
- Define, scope, and implement Acquisition Data Governance (governing changes to Data Management Plan)
- Develop a Data Management Plan (Source Matrix, Taxonomy, standards, steward, owner, changes, etc.) and Support Development of Personas (define stakeholder and user roles, responsibilities, and requirements). Personas enable agile development based on distinct user types and profiles
- Definition and documentation of processes (e.g. intake, stage gate, validation, migration, etc.)
- In conjunction with GSA IT, define and document minimum required technology standards, use cases, integration methods, target architecture and principles, open source management strategy, API development, user experience guidelines, and models that support CAP goal achievement
- Change Control
- Communications Management
- Analytics Foundational Planning
- Management of cost, schedule and performance controls

The contractor shall help to ensure that the overall CAP objective of creating a better buying engine for Government is implemented throughout the support it provides under this task.

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

### **2.4.3.1 SUBTASK 3.1 – DEVELOP AND MAINTAIN TARGET ARCHITECTURE**

The contractor shall develop and maintain an “as is” and target CAP business architecture. The contractor shall support the documentation of existing systems to develop an existing architecture. Subsequently, the contractor shall develop a target architecture that reflects CAP objectives. The contractor shall develop a gap analysis which will inform the evaluation process for adding new or existing systems or functionality to the CAP target architecture.

### **2.4.3.2 SUBTASK 3.2 – ASSIST IN ESTABLISHING CHANGE MANAGEMENT PROCESS AND BOARD(S)**

The contractor shall assist in the development and establishment of formal change control process and board(s) to review, evaluate, and approve new processes and requirements. This will allow CAP to manage and prioritize changes and manage the impacts of cost, schedule and performance. The contractor shall develop effective rules of escalation to facilitate change through the governance framework of CAP.

### **2.4.4 TASK 4 – PROVIDE BUSINESS OPERATIONS SUPPORT**

The contractor shall provide the Government with support to establish and execute a business operations framework for CAP. This framework shall facilitate day to day operations for all CAP processes, systems, and analytics. Once developed, the contractor shall assist the Government in execution of the business operations framework and support day to day operations. As a part of this task, the contractor shall take part in the following activities:

- Develop and employ requirements evaluation criteria
- Support and document the program management and level resourcing of people, systems, budget, time, dependencies
- Support development of change control including all components which impact operations, integration of technology, governance and process control
- Support development and review of business cases for project/program changes
- Support documentation of business and technical evaluation decision outcome
- Assist in the technical oversight of approved system development activities
- Support the migration from development to operations

#### **2.4.4.1 SUBTASK 4.1 – PROVIDE OPERATIONS MANAGEMENT SUPPORT**

The contractor shall provide operations management support to the CAP Business Operations and Analytics Division through expert project and program management, user services management and compliance. This includes for example development and execution of project management plans, risk management, traceability, change control, and management of the requirements intake, evaluation and data ingestion processes. The contractor shall develop and manage aspects of the CAP Service Level and Operations Level Agreements (SLA/OLAs) with CAP stakeholders, and shall develop and maintain the program approach to risk management to include monitoring Service Level Agreements (SLAs). The contractor shall maintain operations management support through their Business Operations Plan.

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

The contractor shall ensure that all efforts are consistent with the CAP Governance framework and target architecture, Government statutes, policies, regulations and related guidance and that it supports the overall vision and strategy.

### **2.4.4.2 SUBTASK 4.2 – PROVIDE DATA MANAGEMENT SUPPORT**

The contractor shall expand upon the operational data management plan developed under Program Governance to address ingesting, storing, using, accessing, retaining, and reporting data. The contractor's approach shall be compliant with statute, regulation, and policy for proper management of data, and it shall be compliant with the CAP Governance framework and architecture. The contractor's data management plan shall be responsible, agile, innovative, and current with business and emerging trends. The plan shall address managing the full data lifecycle, and develop SOPs related to intake, evaluation, and usage of data. The contractor shall provide an operationally sound approach to the data management lifecycle which takes into account stewardship, sourcing and compliance of data.

### **2.4.4.3 SUBTASK 4.3 – PROVIDE ANALYTICAL SERVICES**

The contractor shall develop methodologies for creating a program wide analytics foundation to be used by GSA initially and then promulgated across Government. This would include such services as correlation, trend, link, time value, pricing, and cost modeling as well as analyzing specific program effectiveness or improvement opportunities. The contractor's methodologies should provide quantitative and qualitative analysis that will allow for the Government to make decisions that optimize CAP performance and provide stakeholder value. The contractor shall ensure its techniques are repeatable, validated, and provide agnostic assessments. These methodologies shall assist the Business Operations and Analytics Division in establishing a broad range of analytics services for CAP to assess program effectiveness and deliver as a future shared service.

### **2.4.5 TASK 5 – PROVIDE STRATEGIC PLANNING SUPPORT**

The contractor shall provide the Government with support in developing the strategy for the CAP program. This includes support in identifying the program vision, mission, objectives, goals, and individual metrics to support the broader value proposition for the development of the CAP. The contractor shall identify the milestones required to achieve a state where the CAP program will be capable of managing the paradigm shift to the CAP shared services model. The contractor shall develop and maintain an Integrated Master Schedule (IMS) that consolidates all other CAP program schedules and aligns with the overall CAP strategic plan.

The contractor shall develop all deliverables with a holistic view of the Government-wide acquisition lifecycle and system from defining agency needs and customer requirements to contract closeout. Any contractor developed metrics shall conform to an accepted methodology, such as the Specific, Measurable, Actionable, Relevant, and Timely (SMART) methodology. The contractor shall employ a collaborative and iterative methodology for developing deliverables, prototyping of business strategies, and problem solving. The overall objective of this task is to provide the CAP program with the road map(s) to achieve development of the CAP

## SECTION 2 – PERFORMANCE BASED STATEMENT OF WORK

program with the bandwidth to expand the scope to a larger interagency framework in future iterations.

### **2.4.5.1 SUBTASK 5.1 LONG-TERM STRATEGIC PLAN**

The contractor shall assist in developing a long term strategic plan that will encompass the vision, mission, objectives, goals, and individual metrics that will carry the CAP program through. This strategic plan will serve as the strategic road map to progress of CAP implementation government-wide. The contractor shall work with program staff to transform and/or develop service and organizational architectures designed by customer needs, business process, and leadership, using business prototyping to demonstrate concepts, obtain stakeholder feedback, and socialize future state services.

### **2.4.5.2 SUBTASK 5.2 – PROVIDE IMPLEMENTATION PLANNING SUPPORT**

The contractor shall assist in developing an actionable implementation plan for both short and long term strategic planning efforts. The contractor shall assist with development of an implementation plan that includes the following elements:

- Risk Management Strategy
- Organizational Change Management (OCM) Strategy
- Outreach and Stakeholder Engagement Strategy

The overall objective of this task is to assist CAP in establishing itself as the authoritative program and source for acquisition solutions across Government. This will take the form of building coalitions, leveraging pre-existing relationships and programs, and developing a culture of collaboration with internal and external Government stakeholders based upon viable, authoritative and high confidence level capabilities, utilities, references, materials and output.

### **2.4.6 TASK 6 – PROVIDE INSTITUTIONAL KNOWLEDGE TRANSFER**

The contractor shall conduct knowledge transfer sessions for all divisions and for all aspects of the engagement in order to ensure that Government personnel develop the institutional knowledge to effectively implement CAP using the plans and other tools that have been developed under this task order. The contractor shall make efforts to ensure that the Government has the necessary tools and materials to adopt the plans and deliverables developed under this Task Order.

### SECTION 3 - PACKAGING AND MARKING

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## SECTION 4 - INSPECTION AND ACCEPTANCE

### **4.1 PLACE OF INSPECTION AND ACCEPTANCE**

Inspection and acceptance of all work performance, reports, and other deliverables under this TO shall be performed by the TPOC and COR.

### **4.2 SCOPE OF INSPECTION**

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the COR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

### **4.3 BASIS OF ACCEPTANCE**

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's quote and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the COR.

### **4.4 DELIVERABLES**

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section 5 - Deliverables or Performance) from Government receipt of the deliverable.

Upon receipt of the Government comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

### **4.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT**

The CO/COR will provide written notification of acceptance or rejection (Section 9 – List of Attachments, Attachment I) of all final deliverables within 15 workdays (unless specified

#### SECTION 4 - INSPECTION AND ACCEPTANCE

otherwise in Section 5 - Deliverables or Performance). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

For deliverables provided under the FFP CLINs, the following statement applies: If the contractor does not provide deliverables that conform to the requirements of this TO, the Government will not pay the fixed price associated with the deliverables.



## SECTION 5 - DELIVERABLES OR PERFORMANCE

### **5.1 PERIOD OF PERFORMANCE**

The period of performance for this TO is a one year base period with four one year option periods.

### **5.2 PLACE OF PERFORMANCE**

The primary place of performance is the contractor site. Significant work requirements (meetings, consultations, reviews, etc.) will occur on a regular basis at GSA Headquarters located at 1800 F St NW, Washington, D.C. 20405. Limited long distance travel may occur under this task order, and must be approved in advance by the COR.

### **5.3 TASK ORDER SCHEDULE AND MILESTONE DATES**

The following schedule of milestones will be used by the COR to monitor timely progress under this TO. Many of the milestones align with the CAP objective to achieve a mandated Initial Operating Capability (IOC) by April of 2015. What constitutes IOC will be determined and documented through a cooperative effort between the contractor and the Government post-award within 30 day after task order award.

The following abbreviations are used in this schedule:

NLT: No Later Than

TOA: Task Order Award

All references to Days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall deliver the deliverables listed in the following table:

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Project Start (PS)	Section 2	At TOA
Kick-Off Meeting	2.4.1.1	Within 5 workdays of TOA
Project Management Plan – Draft	2.4.1.2	NLT 10 workdays after Kick-Off Meeting
Project Management Plan – Final	2.4.1.2	10 workdays after receipt of Government comments; to be updated quarterly at a minimum following acceptance
Quality Assurance Plan	2.4.1.3	NLT 10 workdays after Kick-Off Meeting, updated as required
Monthly Status Report	2.4.1.4	Monthly by the 15 <sup>th</sup> calendar day of the next month
Monthly Contract Activity and Status Meeting	2.4.1.4	Monthly to be agreed upon by the Government

## SECTION 5 - DELIVERABLES OR PERFORMANCE

MILESTONE/DELIVERABLE	SOW REFERENCE	PLANNED COMPLETION DATE
Technical Status Meeting (TSM)	2.4.1.5	Bi-weekly to be agreed upon by the Government
TSM Minutes	2.4.1.5	NLT 5 workdays following Technical Status Meeting
Trip Report(s)	2.4.1.6	Within 10 workdays following completion of each trip
Transition-out plan	2.4.1.7	NLT 90 calendar days prior to expiration of the Task Order
Transition-out Weekly Status Meeting	2.4.1.7	Transition-out period only
Transition-out Lessons Learned	2.4.1.7	NLT 30 days prior to expiration of the task order
PMO Plan	2.4.2.2	Base Period as proposed in the PMP, updated as required
Business Plan	2.4.2.3	Base Period as proposed in the PMP, updated as required
CAP Risk Management Plan	2.4.2.4, 2.4.5.2	Base Period as proposed in the PMP, updated as required
Organizational Change Management (OCM) Plan	2.4.2.5, 2.4.5.2	Base Period as proposed in the PMP, updated as required
Outreach Plan	2.4.2.6, 2.4.5.2	Base Period as proposed in the PMP, updated as required
Acquisition Data Dictionary	2.4.3	Base Period as proposed in the PMP, baselined and performance reported monthly
Systems Inventory Matrix	2.4.3	Base Period as proposed in the PMP, updated as required
Acquisition Process Map	2.4.3	Base Period as proposed in the PMP, updated as required
Analytics Foundational Plan	2.4.3	Base Period as proposed in the PMP, baselined and updated as required

## SECTION 5 - DELIVERABLES OR PERFORMANCE

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Change Control Plan	2.4.3	Base Period as proposed in the PMP, updated as required
Communications Plan	2.4.3	TOA +90 days, updated as required
Baseline and Target Architecture	2.4.3, 2.4.3.1	Base Period as proposed in the PMP, baselined and updated as required
Data Management Plan	2.4.3, 2.4.4.2	Base Period as proposed in the PMP, updated as required
Implementation Plan (to include all sub-plans listed in Section 2.4.4)	2.4.4	Base Period as proposed in the PMP, updated as required
Business Operations Plan Operations Plan	2.4.4.1	TOA +90 days, updated as required
CAP Service Level Agreements (SLAs)	2.4.4.1	TOA +90days, updated monthly
CAP Integrated Master Schedule (IMS)	2.4.5	Base Period as proposed in the PMP, baselined and performance reported monthly
Long-Term Strategic Plan	2.4.5.1	Base Period as proposed in the PMP, updated as required
Copy of TO (initial award and all modifications)	5.3.1	Within 10 workdays of award

### **5.3.1 PUBLIC-RELEASE OF CONTRACT DOCUMENTS REQUIREMENT**

The contractor agrees to submit, within 10 workdays from the date of the CO's execution of the initial TO, or any modification to the TO, a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

## SECTION 5 - DELIVERABLES OR PERFORMANCE

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

### **5.3.2 DELIVERABLES MEDIA**

The contractor shall deliver all electronic versions by email and removable electronic media, as well as placing in the GSA's designated repository. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- |                 |               |
|-----------------|---------------|
| a. Text         | MS Word       |
| b. Spreadsheets | MS Excel      |
| c. Briefings    | MS PowerPoint |
| d. Drawings     | MS Visio      |
| e. Schedules    | MS Project    |

### **5.4 PLACE(S) OF DELIVERY**

Unclassified deliverables or correspondence shall be delivered to the CO or COR at the following address:

GSA FAS AAS FEDSIM  
ATTN: Victor White, COR  
1800 F St. NW  
Suite 3100  
Washington, DC 20405  
Telephone: (202) 308 8055  
Email: victor.white@gsa.gov

Copies of all deliverables shall also be delivered to the GSA TPOC at the following address:

Contact Info to be provided post-award

### **5.5 NOTICE REGARDING LATE DELIVERY/ PROBLEM NOTIFICATION REPORT (PNR)**

The contractor shall notify the COR via a Problem Notification Report (PNR) (Section 9 - List of Attachments, Attachment H) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

## SECTION 6 - CONTRACT ADMINISTRATION DATA

### **6.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The CO will appoint a COR in writing for each TO through a COR Appointment Letter that will be provided to the contractor upon award (Section 9, Attachment A). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

#### **6.1.1 CONTRACT ADMINISTRATION**

##### **Contracting Officer:**

John Terrell  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (703) 605-2748  
Email: john.terrell@gsa.gov

##### **Contracting Officer's Representative:**

Victor White  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (202) 308 8055  
Email: victor.white@gsa.gov

##### **Technical Point of Contact:**

Provided after award.

### **6.2 INVOICE SUBMISSION**

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Task Order Number: 2014- 32823 (*from GSA Form 300, Block 2*)  
Paying Number: ACT # (*ACT/DAC NO.*) (*From GSA Form 300, Block 4*)  
FEDSIM Project Number: GS00671  
Project Title: CAP Foundational Support

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

## SECTION 6 - CONTRACT ADMINISTRATION DATA

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Tracking and Ordering System (TOS) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Select *Vendor Support*, log in using your assigned I.D. and password, then click on *Create Invoice*. The TOS Help Desk should be contacted for support at 877-472-4877 (toll free). By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

### **6.3 INVOICE REQUIREMENTS**

The contractor shall submit a draft or advance copy of an invoice to the COR for review and approval prior to its submission to TOS. Receipts are provided on an as requested basis.

If the TO has different contract types, each should be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion.

#### **6.3.1 LABOR HOUR (LH) CLINs (for LABOR)**

The contractor may invoice monthly on the basis of cost incurred for the LH CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section 1 – Supplies or Services and Price/Costs), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category
- c. Employee labor category
- d. Monthly and total cumulative hours worked
- e. Corresponding ceiling rate
- f. Cost incurred not billed

#### **6.3.2 FIRM-FIXED-PRICE (FFP) CLINs**

The contractor may invoice as stated in Section 1 – Supplies or Services and Price/Costs for the FFP CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All costs shall be reported by CLIN element (as shown in Section 1 – Supplies or Services and Price/Costs) and shall be provided for the current invoice and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form

## SECTION 6 - CONTRACT ADMINISTRATION DATA

with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

### **6.3.3 OTHER DIRECT COSTS (ODCs)**

The contractor may invoice monthly on the basis of cost incurred for the ODC CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title and Interagency Agreement (IA) number. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions, in MS Excel format, are required.

- a. ODCs purchased
- b. Date delivery accepted by the Government
- c. Associated CLIN
- d. Project-to-date totals by CLIN
- e. Cost incurred not billed
- f. Remaining balance of each CLIN
- g. Indirect Handling Rate

### **6.3.4 TRAVEL**

The contractor may invoice monthly on the basis of cost incurred for cost of travel in accordance with the Federal Travel Regulation (FTR). The invoice shall include the period of performance covered by the invoice, the CLIN number and title, and the IA number. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs (rental car, air fare, etc.)
- j. Total charges
- k. Explanation of variances exceeding 10% of the approved versus actual costs
- l. Indirect handling rate

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

### **7.1 KEY PERSONNEL**

The following are the minimum personnel who shall be designated as "Key." The Government does not intend to dictate the composition of the ideal team to perform this TO. Therefore, the Government strongly encourages and will evaluate additional Key Personnel as proposed by the contractor as part of their overall strategy.

#### **Program Manager (PM)**

The Government desires that Key Personnel be assigned for the duration of the TO, as appropriate. Key Personnel may be replaced or removed subject to Section 7.1.2 - Key Personnel Substitution.

#### **7.1.1 PROGRAM MANAGER**

The contractor shall provide a Program Manager who is responsible for the day to day oversight of contractor personnel and task order performance. The PM shall have the authority to make commitments on behalf of the contractor regarding schedule, personnel, and performance, and shall be responsible for responding to Government issues, concerns, or problems. The PM should proactively address all Government concerns to the best of their ability.

It is desirable that the PM has the following qualifications:

- a. PM has a project management certification, such as PMI PMP.
- b. At least 10 years of experience in planning, directing, and managing complex projects or operations of a similar nature, size and scope as required under this task order;
- c. Management and supervision of employees of various labor categories and skills in projects similar in size and scope as referenced under this task order;
- d. Knowledge of, and experience with, configuration management and quality assurance concepts and guidelines, including familiarity with International Organization for Standardization (ISO) 9001:2000, Institute of Electrical and Electronics Engineers (IEEE), and the Carnegie Mellon's Software Engineering Institute (SEI) CMMI standards;
- e. Experience with FAR regulations and requirements, and the various acquisition structures and processes that exist across Government;
- f. Familiarity with network design and operation, security and information assurance, software applications, development, management and design organization system architecture, IT security considerations, data architecture and analytics practices;
- g. Expert working knowledge of the Federal Enterprise Architecture (FEA) and other Government-wide standards, principles, and guidance relating to Service Oriented Architecture, Segment Architecture Development, Data Management, IT Security, and the Data Reference Models;
- h. Experience implementing business logic through IT.

#### **7.1.2 KEY PERSONNEL SUBSTITUTION**

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR. This notification shall be no later than 10 calendar days in advance of any proposed substitution and shall include



## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by **FAR 52.249-6 Termination (Cost Reimbursement) Alt. IV** or FAR 52.249-8, Default (Fixed-Price Supply and Service).

### **7.2 GOVERNMENT-FURNISHED PROPERTY (GFP)**

The Government will provide contractor personnel with network access required to perform their work as necessary. On site personnel will also have network printer or multi-function device (MFD) access for official use. Contractor access to this Government furnished computer related equipment and networks is contingent on the individual possessing appropriate security credentials as outlined in Section 7.3.

### **7.3 SECURITY CONSIDERATIONS**

The contractor shall comply with GSA Order 2100.1 - "IT Security Policy", GSA Order ADM 9732.1C - "Suitability and Personnel Security", and OCHCO/OCIO HSPD-12 Personal Identity Verification and Credentialing Standard Operating Procedures (SOP). Background investigations are required for access to GSA information systems. The contractor shall adhere to all security-related laws, requirements and regulations that bind the Government.

The contractor shall comply with agency personal identity verification procedures that implement Homeland Security Presidential Directive - 12 Information Processing Standards Publication (FIPS PUB) Number 201. The contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a Federal Information system. Work on this project may require contractor personnel to have access to limited information to fully integrate financial, operational, procurement, and personnel data. The clearance is considered sensitive, but unclassified.

Contractor personnel working under this Task Order will not be required to have a security clearance. Selected contractor employees may be required to complete mandatory Security Awareness and Privacy Training (this training is often provided internally by GSA).

The contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of the task order. The contractor shall implement procedures to ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of sensitive Government information, data, and/ or equipment. The contractor's procedures shall be consistent with Government and GSA policies, including GSA Order 2100.1, Information Technology Security Policy (or most current version), OMB Memorandums & Circulars, FISMA, the Computer Security Act of 1987, and the Privacy Act.

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

### **7.4 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS**

#### **7.4.1 ORGANIZATIONAL CONFLICT OF INTEREST**

If the contractor has provided or is currently providing, or anticipates providing support to GSA that creates or represents an actual or potential organizational conflict of interest (OCI), the offeror shall immediately disclose this fact to the Contracting Officer in accordance with FAR Subpart 9.5. This disclosure shall occur regardless of whether the support provided was as the prime contractor, subcontractor, teaming partner or consultant on the effort. The contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the contractor (and any subcontractors, consultants or teaming partners) agrees to disclose information concerning the actual or potential conflict with any quote for any solicitation relating to any work in the TO. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5 and may require the offeror to submit a mitigation plan.

#### **7.4.2 OCI MANAGEMENT AND MITIGATION PLAN FOR FUTURE CAP ACQUISITIONS**

The Government expects to conduct future acquisitions in support of the CAP program that are outside the scope of this procurement. In order to maximize competition, the contractor shall propose an OCI management and mitigation plan applicable to future potential CAP acquisitions. This plan is in addition to the mitigation plan that could potentially be required as a result of section 7.4.1, which pertains to OCI concerns regarding past and existing work. At a minimum, the OCI management and mitigation plan should detail the offeror's approach for addressing the following areas:

1. Ensuring that personnel involved in this acquisition (from planning to performance to closeout) (as used herein, "Group A" personnel) remain separated (firewalled) from personnel involved in the offeror's efforts to compete for future CAP acquisitions ("Group B" personnel). An effective plan will address preventing attendance by Group A personnel at Group B meetings; physical and logical controls (including but not limited to passwords) sufficient to prevent access by Group B personnel to Group A computer drives, emails, documents and other communications pertaining to CAP, and vice versa; establishment of internal policies, supported by periodic training, to prevent informal ("water-cooler") sharing of information between the two groups.
2. Designation of an authority within the management chain responsible for the management of this OCI management program
3. Commitment to stay current on OCI law and adjust the program accordingly
4. Immediate reporting to GSA CO of any breaches to the mitigation plan
5. Periodic reporting to GSA CO of the status of the program in accordance with sections 2.4.1.4 and 5.3.

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

Should the contractor also submit a mitigation plan for an actual or potential OCI identified under the section 7.4.1, the contractor may, with the Contracting Officer's approval, merge that plan with the plan required under section 7.4.2, after award of the task order.

### **7.4.3 NON-DISCLOSURE REQUIREMENTS**

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Execute and submit an Corporate Non-Disclosure Agreement (NDA) Form (Section 9 - List of Attachments, Attachment F) prior to the commencement of any work on the TO, and
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or quote information, or source selection information.

All proposed replacement contractor personnel also must submit a Non-Disclosure Agreement and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

## **7.5 TRAVEL**

### **7.5.1 TRAVEL REGULATIONS**

Contractor costs for travel will be reimbursed at the limits set in the Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S. (see FAR 31.205-46).

### **7.5.2 TRAVEL AUTHORIZATION REQUESTS**

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have travel approved by the COR. Request shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization (TA) Request for Government review and approval. Changes to approved TAs that will result a cost that exceeds the TA estimate by 10% or more shall be resubmitted to the COR for approval. Long distance travel will be reimbursed for cost of travel in accordance with the FTR.

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN and IA associated with the travel.

## SECTION 7 - SPECIAL CONTRACT REQUIREMENTS

- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

### **7.6 INTELLECTUAL PROPERTY RIGHTS**

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in FAR 52.227-14 apply.

## SECTION 8 - CONTRACT CLAUSES

### **8.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

<b>FAR website: <a href="https://www.acquisition.gov/far/ClauseNo">https://www.acquisition.gov/far/Clause No</a></b>	<b>Clause Title</b>	<b>Date</b>
52.204-2	Security Requirements	(Aug 1996)
52.217-8	Option to Extend Services Fill-In Date:10 days	(Nov 1999)
52.217-9	Option to Extend the Term of the Contract Fill-In Date:30 days Fill-In Date:30 days Fill-In Date:5 years	(Mar 2000)
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	(Dec 2007)
52.232-22	Limitation of Funds	(Apr 1984)
52.244-6	Subcontracts for Commercial Items	(Dec 2010)
52.251-1	Government Supply Sources	(Aug 2010)
52.227-14	Rights in Data- General, Alternatives II and III	(Dec 2007)

### **8.2 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM) CLAUSES INCORPORATED BY REFERENCE**

The full text of a provision may be accessed electronically at:

GSAM website: <https://www.acquisition.gov/gsam/gsam.html>

<b>Clause No</b>	<b>Clause Title</b>	<b>Date</b>
552.232.25	Prompt Payment	(Nov 2009)
552.239-71	Security Requirements for Unclassified Information Technology Resources	(Jan 2012)

## SECTION 9 - LIST OF ATTACHMENTS

The information provided in Section 9 - List of Attachments is for reference only. The documents in Section 9 - List of Attachments are not intended to change the RFQ and any conflict therein should be resolved by referring and relying upon the RFQ. Because the Section 9 - List of Attachments reference materials may be outdated or contain information that has not been recently verified for accuracy, the Government does not warrant the accuracy of the information for purposes of this RFQ.

### 9.1 LIST OF ATTACHMENTS

Attachment	Title
A	COR Appointment Letter
B	Monthly Status Report
C	Travel Authorization Template (electronically attached .xls)
D	Consent to Purchase Template (electronically attached .xls)
E	Request to Initiate Purchase Template (electronically attached .xls)
F	Corporate Non-Disclosure Agreement
G	Acronym List
H	Problem Notification Report
I	Deliverable Acceptance-Rejection Report
J	CAP Organizational Structure
K	Quality Assurance Surveillance Plan (QASP)
L	Sample CAP OCI Monthly Compliance Statement

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT A**  
**COR Letter of Appointment**



Victor\_White\_CORLe  
tterofAppointment.doc

SECTION 9 - LIST OF ATTACHMENTS

ATTACHMENT B

MONTHLY STATUS REPORT FOR (MONTH)

Contractor Name  
Task Order Number  
Prepared by:  
Reporting Period:  
Page 1 of \_\_

Monthly Status Report

Work Planned for the Month

Work Completed During the Month

Work Not Completed During the Month

Work Planned for Next Month

Contract Meetings

Indicate the meeting date, meeting subject, persons in attendance and duration of the meeting.

Deliverable Status

Issues/Questions/Recommendations

Risks

Indicate potential risks, their probability, impact, and proposed mitigation strategy.

OCI Compliance Statement Attachment



SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT C**

**TRAVEL AUTHORIZATION TEMPLATE**



Section J Attachment  
C- Travel Authorizatic

SECTION 9 - LIST OF ATTACHMENTS

ATTACHMENT D

CONSENT TO PURCHASE TEMPLATE



Section J Attachment  
D- Consent to Purcha

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT E**

**REQUEST TO INITIATE PURCHASE TEMPLATE**



Section J Attachment  
E-Request to Initiate

## SECTION 9 - LIST OF ATTACHMENTS

### ATTACHMENT F

#### NON-DISCLOSURE AGREEMENT

#### BETWEEN

U.S. GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT CENTER (FEDSIM)  
AND  
[CONTRACTOR]

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20XX (the "Effective Date"), is by and between GSA and [CONTRACTOR].

WHEREAS, [CONTRACTOR] and GSA FEDSIM have entered into [Contract No.], Task Order No. [INSERT] for services supporting the [CLIENT AGENCY AND PROGRAM/PROJECT NAME];

WHEREAS, [CONTRACTOR] is providing [DESCRIPTION, e.g., consulting/professional IT, engineering] services under the Task Order;

WHEREAS, the services required to support [PROGRAM/PROJECT NAME] involve certain information which the Government considers to be "Confidential Information"<sup>1</sup> as defined herein;

WHEREAS, GSA desires to have [CONTRACTOR]'s support to accomplish the Task Order services and, therefore, must grant access to the Confidential Information;

WHEREAS, [CONTRACTOR] through its work at a Government site may have access to Government systems or encounter information unrelated to performance of the Task Order which also is considered to be Confidential Information as defined herein;

WHEREAS, GSA on behalf of [CLIENT AGENCY] desires to protect the confidentiality and use of such Confidential Information;

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, the parties agree as follows:

- 1. Definitions.** "Confidential Information" shall mean any of the following: (1) "contractor bid or proposal information" and "source selection information" as those terms are defined in 41 U.S.C. § 2101; (2) the trade secrets or proprietary information of other companies; (3) other information, whether owned or developed by the Government, that has not been previously made available to the public, such as the requirements, funding or budgeting data of the Government; and *for contracts/orders providing acquisition assistance*, this term specifically includes (4) past performance information, actual/proposed costs, overhead rates, profit, award fee determinations, contractor employee data of contractors/contractors, methods or procedures used to evaluate performance, assessments, ratings or deliberations developed in an evaluation process, the substance of any discussions or deliberations in an evaluation process, and any recommendations or decisions of the Government unless and until such decisions are publicly announced. This term is limited to unclassified information.
- 2. Limitations on Disclosure.** [CONTRACTOR] agrees (and the [CONTRACTOR] Task Order personnel must agree by separate written agreement with CONTRACTOR) not to distribute, disclose or disseminate Confidential Information to anyone beyond the personnel identified in the [ATTACHED ADDENDUM], unless authorized in advance by the GSA Contracting Officer in writing. The Contracting Officer and [CLIENT POC] will review the Addendum to ensure it includes only those individuals to be allowed access to the information. The Addendum, which may be updated from time to time, is approved when signed by the GSA Contracting Officer and [CLIENT POC].

---

<sup>1</sup> This does not denote an official security classification.

## SECTION 9 - LIST OF ATTACHMENTS

3. **Agreements with Employees and Subcontractors.** [CONTRACTOR] will require its employees and any subcontractors or subcontractor employees performing services for this Task Order to sign non-disclosure agreements obligating each employee/subcontractor employee to comply with the terms of this agreement. [CONTRACTOR] shall maintain copies of each agreement on file and furnish them to the Government upon request.
4. **Statutory Restrictions Relating to Procurement Information.** [CONTRACTOR] acknowledges that certain Confidential Information may be subject to restrictions in Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. § 2104), as amended, and disclosures may result in criminal, civil, and/or administrative penalties. In addition, [CONTRACTOR] acknowledges that 18 U.S.C. § 1905, a criminal statute, bars an employee of a private sector organization from divulging certain confidential business information unless authorized by law.
5. **Limitations on Use of Confidential Information.** [CONTRACTOR] may obtain Confidential Information through performance of the Task Order orally or in writing. These disclosures or this access to information is being made upon the basis of the confidential relationship between the parties and, unless specifically authorized in accordance with this agreement, [CONTRACTOR] will:
  - a) Use such Confidential Information for the sole purpose of performing the [PROGRAM/PROJECT] support requirements detailed in the Task Order and for no other purpose;
  - b) Not make any copies of Confidential Information, in whole or in part;
  - c) Promptly notify GSA in writing of any unauthorized misappropriation, disclosure, or use by any person of the Confidential Information which may come to its attention and take all steps reasonably necessary to limit, stop or otherwise remedy such misappropriation, disclosure, or use caused or permitted by a [CONTRACTOR] employee.
6. **Duties Respecting Third Parties.** If [CONTRACTOR] will have access to the proprietary information of other companies in performing Task Order support services for the Government, [CONTRACTOR] shall enter into agreements with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. [CONTRACTOR] agrees to maintain copies of these third party agreements and furnish them to the Government upon request in accordance with 48 C.F.R. § 9.505-4(b).
7. **Notice Concerning Organizational Conflicts of Interest.** [CONTRACTOR] agrees that distribution, disclosure or dissemination of Confidential Information (whether authorized or unauthorized) within its corporate organization or affiliates, may lead to disqualification from participation in future Government procurements under the organizational conflict of interest rules of 48 C.F.R. § 9.5.
8. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior or contemporaneous oral or written representations with regard to protection of Confidential Information in performance of the subject Task Order. This Agreement may not be modified except in writing signed by both parties.
9. **Governing Law.** The laws of the United States shall govern this agreement.
10. **Severability.** If any provision of this Agreement is invalid or unenforceable under the applicable law, the remaining provisions shall remain in effect.

In accordance with Public Law No. 108-447, Consolidated Act, 2005, the following is applicable:

These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 12958; section 7211 of title 5, United States Code (governing disclosures to Congress); section 1034 of title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the

## SECTION 9 - LIST OF ATTACHMENTS

military); section 2302(b)(8) of title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including sections 641, 793, 794, 798, and 952 of title 18, United States Code, and section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive order and listed statutes are incorporated into this agreement and are controlling.

- 11. Beneficiaries.** If information owned by an individual or entity not a party to this agreement is disclosed or misappropriated by [CONTRACTOR] in breach of this agreement, such information owner is a third party beneficiary of this agreement. However, nothing herein shall create an independent right of action against the U.S. Government by any third party.

IN WITNESS WHEREOF, GSA and [CONTRACTOR] have caused the Agreement to be executed as of the day and year first written above.

UNITED STATES GENERAL SERVICES ADMINISTRATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

[CONTRACTOR]

\_\_\_\_\_  
Name\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\*Person must have the authority to bind the company.

## SECTION 9 - LIST OF ATTACHMENTS

**ADDENDUM TO  
NON-DISCLOSURE AGREEMENT  
BETWEEN  
U.S. GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT (FEDSIM)  
AND  
[CONTRACTOR]**

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010 (the "Effective Date"), is by and between GSA and [CONTRACTOR].

List of personnel (reference Section 2, Limitations on Disclosure, in Non-Disclosure Agreement):

- 1.
- 2.
- 3.
- 4.

IN WITNESS WHEREOF, GSA and [CONTRACTOR] have caused the Agreement to be executed as of the day and year first written above.

UNITED STATES GENERAL SERVICES ADMINISTRATION

\_\_\_\_\_  
Name  
Contracting Officer

\_\_\_\_\_  
Date

[CLIENT AGENCY]

\_\_\_\_\_  
Name  
[CLIENT POC TITLE]

\_\_\_\_\_  
Date

[CONTRACTOR]

\_\_\_\_\_  
Name  
[CONTRACTOR POC TITLE]

\_\_\_\_\_  
Date

## SECTION 9 - LIST OF ATTACHMENTS

### ATTACHMENT G

#### LIST OF ACRONYMS

CAF	Contract Access Fee
CAP	Common Acquisition Platform
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CO	Contracting Officer
COR	Contracting Officer's Representative
CPAF	Cost-Plus-Award-Fee
CPARS	Contractor Performance Assessment Reporting System
CPFF	Cost-Plus-Fixed-Fee
CTP	Consent to Purchase
EIT	Electronic and Information Technology
EST	Eastern Standard Time
FAR	Federal Acquisition Regulation
FEDSIM	Federal Systems Integration and Management Center
FFP	Firm-Fixed-Price
FOIA	Freedom of Information Act
FSS	Federal Supply Schedule
FTR	Federal Travel Regulation
GFI	Government-Furnished Information
GFP	Government-Furnished Property
GSA	General Services Administration
GSAM	General Services Administration Acquisition Manual
IA	Interagency Agreement
IAE	Integrated Award Environment
IDES	Integrated Disability Evaluation System
IT	Information Technology
IMS	Integrated Master Schedule
JTR	Joint Travel Regulation
MAS	Multiple Award Schedule
MS	Microsoft
MSR	Monthly Status Report
NCR	National Capital Region
NDA	Non-Disclosure Agreement



## SECTION 9 - LIST OF ATTACHMENTS

NLT	No Later Than
NSP	Not Separately Priced
NTE	Not-to-Exceed
OCI	Organizational Conflict of Interest
OCM	Organizational Change Management
ODC	Other Direct Costs
OLA	Operations Level Agreements
PM	Program/Project Manager
PMO	Program Management Office
PMP	Project Management Plan
PNR	Problem Notification Report
POC	Point of Contact
PPIRS	Past Performance Information Retrieval System
PS	Project Start
Q&A	Question and Answer
QAP	Quality Assurance Plan
QASP	Quality Assurance Surveillance Plan
RFQ	Request for Quote
RIP	Request to Initiate Purchase
SF	Standard Form
SLAs	Service Level Agreements
SMART	Specific, Measurable, Actionable, Relevant, and Timely
SOP	Standard Operating Procedures
SOW	Statement of Work
TBD	To Be Determined
TEB	Technical Evaluation Board
TO	Task Order
TOA	Task Order Award
TOS	Tracking and Ordering System
TPOC	Technical Point of Contact
TSM	Technical Status Meeting
U.S.	United States
U.S.C.	United States Code
UIC	Unit Identification Code

SECTION 9 - LIST OF ATTACHMENTS

ATTACHMENT H

PROBLEM NOTIFICATION REPORT

TASK ORDER NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Nature and sources of problem:
2. COR was verbally notified on: (date) \_\_\_\_\_
3. Is action required by the Government? Yes \_\_\_\_\_ No \_\_\_\_\_
4. If YES, describe Government action required and date required:
5. Will problem impact delivery schedule? Yes \_\_\_\_\_ No \_\_\_\_\_
6. If YES, identify what deliverables will be affected and extent of delay:
7. Can required delivery be brought back on schedule? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Describe corrective action needed to resolve problems:
9. When will corrective action be completed?
10. Are increased costs anticipated? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Identify amount of increased costs anticipated, their nature, and define Government responsibility for problems and costs:

SECTION 9 - LIST OF ATTACHMENTS

**ATTACHMENT I**

**DELIVERABLE ACCEPTANCE/REJECTION FORM**

Dear (insert name of COR)

Please review the deliverable identified below, sign and date, and provide any comments either in the space provided or on an attached form. Comments are due by **XX/XX/20XX**.

DELIVERABLE NAME:

AGENCY NAME:

PROJECT NAME:

FEDSIM TASK ORDER/CONTRACT NUMBER:

FEDSIM PROJECT NUMBER:

DELIVERABLE DUE DATE:

I have reviewed the aforementioned document and have:

- ☐ Accepted it without comments
- ☐ Accepted it with comments
- ☐ Rejected it with comments

COMMENTS:

SECTION 9 - LIST OF ATTACHMENTS

ATTACHMENT J

CAP ORGANIZATIONAL STRUCTURE



CAP  
Organization.docx

SECTION 9 - LIST OF ATTACHMENTS

**Attachment K**



Section J Attachment  
K- QASP.docx

SECTION 9 - LIST OF ATTACHMENTS

ATTACHMENT L

Sample CAP OCI Monthly Compliance Statement



Sample CAP FS OCI  
Monthly Compliance S

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**Purpose of Modification**

1. Change of Contracting Officer Representative (COR)
2. Change the Technical Points of Contact (TPOC)

**Modification Summary**

In accordance with FAR 43.103(b) Section 6.1.1 Contracting Administration of the Task Order has been modified to reflect the following COR and TPOC changes.

**6.1.1 CONTRACT ADMINISTRATION**

Contracting Officer's Representative:

Angelica A. Matias  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (202) 306-5261  
Email: [angelica.matias@gsa.gov](mailto:angelica.matias@gsa.gov)

Technical Points of Contact:

Laura Stanton  
CAP Program Management Office, Director  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (703) 785-2959  
Email: [laura.stanton@gsa.gov](mailto:laura.stanton@gsa.gov)

Cynthia Schell  
CAP Governance Division, Director  
1800 F Street, NW  
Washington, DC 20405  
Telephone: 202-568-9297  
Email: [cynthia.schell@gsa.gov](mailto:cynthia.schell@gsa.gov)

Johan Bos-Beijer  
CAP Business Operations/Analytics Division, Director  
1800 F Street, NW  
Washington, DC 20405  
Telephone: (703) 306-6280  
Email: [johan.bos-beijer@gsa.gov](mailto:johan.bos-beijer@gsa.gov)



Changes have been reflected in a revised Task Order. Changes in the Task Order are indicated by a vertical, black 'change bar' along the right hand margin. Except as noted herein, all other terms and conditions of this contract shall remain in full force and effect.

(End of Modification)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		PAGE 1 OF 1 PAGE(S)	
2. AMENDMENT/MODIFICATION NO. ID05160006 / P O 001		3. EFFECTIVE DATE 03/29/2016	4. REQUISITION/PURCHASE REQ. NO. A2474139J
6. ISSUED BY GSA Region 05 Cassandra Hannah-Boyd 230 S. Dearborn Street Chicago, IL 60604 United States (312) 886-7499		5. PROJECT NO. (if applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Gretchen L McCracken GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR RESTON, VA 20191 United States 703-815-0290		7. ADMINISTERED BY (If other than Item 6) Cassandra Hannah-Boyd (312) 886-7499	
9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
10A. MODIFICATION OF CONTRACT/ORDER NO. GS02F0214X / GSQ0516BM0007 TYPE OF MODIFICATION: E. Amount + Admin Change		10B. DATED (SEE ITEM 11) 12/15/2015 12:00 AM	
CODE	FACILITY CODE		
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.			
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:			
(a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q05FA000.AA20.25.AF151.H08...			
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>			
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.			
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).			
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) Incremental Funded			
<b>E. IMPORTANT:</b> Contractor IS NOT required to sign this document and return copies to the issuing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)			
ORDER MOD DATED: 03/02/2016		Proposal Dated: 03/02/2016	Order ID: ID05160006
PERFORMANCE PERIOD FROM: 12/15/2015		PERFORMANCE PERIOD TO: 09/07/2016	Desired Delivery Date:
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT
001	Base (corresponding to original Opt 1)	\$1,282,701.17	\$2,833,098.33
			\$4,115,799.50
Solicitation Reference: ITSS # ID05160006 FSS Contract Name and Number: (if applicable) MOBIS Contract: GS-02F-0214X Task Order Number: GSQ0516BM0007 Previous Contract Number(s): (Current TOS order#32823): GSQ0014AJ0121 Project Title: FASST Foundational Support Contractor: Golden Key Group, LLC Contract Type: FFP / LH Hybrid NAICS Code: 541611 Administrative Management and General Management Consulting Services Product Service Code: R499 Support-Professional-Other Inherently Governmental Functions Code: IGF::OT::IGF for Other Functions			

Modification: 01

The purpose of this modification is to provide incremental funding and increase the value of this order by adding three labor categories to CLIN 0002b C-Level Advisor (Financial / Legal / Policy / Strategy), Principal Consultant III and Senior Director to the Base Year (corresponding to Option Year 1) 8 September 2015 through 7 September 2016, Option Year 1 (corresponding to Option Year 2, Option Year 2 (corresponding to Option Year 3 and Option Year 3 (corresponding to Option Year 4.

### 1. STATEMENT OF WORK CHANGE

CLIN1002b technical requirement to support Category Management within the Common Acquisition Platform program and FAS Systems Transformation business requirements.

Task 2: Provide Organization Support  
Add the following labor categories to CLIN0002b requirements.

The C-Level Advisor provides specialty expert in area of expertise that brings uniquely relevant and specialized perspectives that stem from a deep career in an area of critical importance to the matter at hand and possesses an undisputed authoritative perspective.

The Principal Consultant III provides expert in the use of relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, including statistical analysis software packages, instructional system design methodologies, or evaluation methodologies; but is not limited to, experience in facilitation, training, data collection, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

The Senior Director provides coaching to agency heads and directors on strategy development, implementation and quality improvement engagements and requires extensive expert level experience, public visibility, and acts in an operationally critical role, having potential significant regulatory or financial impact on the mission of the agency.

### 2. SCHEDULE OF ITEMS AND PRICES

The Schedule of Items and Prices is updated as follows.

CLIN 1002b	Labor Category	Disc Rate	Est Hours	Est Price
847-C-1 C-Level Advisor (Financial / Legal / Policy / Strategy)	(b) (4)			
847-C-4C Principal Consultant III				
847-M-2A Senior Director				
Total Estimated Price				\$ 227,010.00

1001b unchanged at \$218,859.42

1002b value increased by \$227,010.00 from \$6,719,196.75 to \$6,946,206.75

1003 unchanged at \$36,000.00

1004 N/A

Total Base Period (corresponding to the original option year 1) value increased by \$227,010.00 from \$6,974,056.17 to \$7,201,066.17

Total value of Option Year 1 (corresponding to Task Order Option 2) included labor and travel has increased by \$227,010.00 from \$8,244,832.00 to \$8,471,842.00.

Total value of Option Year 2 (corresponding to Task Order Option 3) included labor and travel has increased by \$227,010.00 from \$7,907,466.00 to \$8,134,476.00.

Total value of Option Year 3 (corresponding to Task Order Option 4) included labor and travel has increased by \$227,010.00 from \$7,509,940.00 to \$7,736,950.00.

### 3. FUNDING

The Base Period (corresponding to the original Option Period 1) of this contract is incrementally funded.

1001b unchanged at \$218,859.42 of \$218,859.42, unfunded \$0.00

1002b increased by \$2,833,098.33 from \$1,063,841.75 to \$3,896,940.08 of \$6,946,206.75, unfunded \$3,049,266.67

1003 unchanged at \$0.00 of \$36,000.00, unfunded \$36,000.00

1004 N/A

Total Base Period funding increased by \$2,833,098.33 from \$1,282,701.17 to \$4,115,799.50 of \$7,201,066.17, unfunded \$3,085,266.67

Funding Reference: IX020174 and 1X020175

### 4. POINTS OF CONTACT

GSA Contracting Officers

Primary

Ms. Cassandra Hannah-Boyd

Contracting Officer

U.S. General Services Administration

Federal Acquisition Service, Great Lakes Region

Acquisition Operations Division  
230 S. Dearborn, 3800  
Chicago, IL 60604  
Office Phone: 312-886-7499  
Cassandra.hannahboyd@gsa.gov

Alternate  
Mr. Eben Greybourne  
Supervisory Contracting Officer  
U.S. General Services Administration  
Federal Acquisition Service, Great Lakes Region  
Acquisition Operations Division  
230 S. Dearborn Street, Room 3808  
Chicago, IL 60604  
Office Phone: (312) 886-3811  
eben.greybourne@gsa.gov

GSA Project Manager  
Mr. Dedrick L. Moone  
Project Manager  
U.S. General Services Administration  
FAS Systems Transformation (FASST)  
Program Management Office  
1800 F Street NW  
Washington, DC 20405  
Office Phone: 202-253-0887  
E-mail: dedrick.moone@gsa.gov

**Contractor points of contact**

Primary  
Mr. William Fuller  
Contracts Manager  
Golden Key Group, LLC  
11400 Commerce Park Drive  
Reston, VA 20191  
Phone: 703-815-0290  
wfuller@goldenkeygroup.com

**5. PERIOD OF PERFORMANCE**

The period of performance of this contract / task order remains unchanged.

**6. CONTRACT TYPE**

The tasks described in this modification use a combination fixed price and labor hour contract type.

**7. REIMBURSEMENT**

All reimbursable totals represent -Not-to-Exceed- ceiling amounts. The Contractor will be reimbursed at the rates stated in this contract for the number of hours actually performed up to the ceilings. The Contractor is not authorized to carry over un-used hours and dollars from one period of performance to the next.

**8. MODIFICATION EFFECTIVE DATE**

This modification is effective 29 March 2016.

**9. PAYMENT OBLIGATIONS**

The following Incremental Funding / Time and Materials / Labor Hours clause (GSA R5 AOD Acquisition Letter 3-2009-01 [revised 07-23-09]) addresses incremental funding of the Labor Hour or Time & Material portion of this contract / task order.

**Incremental Funding / Time and Materials/Labor Hours**

The project may be incrementally funded. If incremental funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

(End of clause)

End of Modification Text

GSA Finance Customer Support 816-926-7287

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE 1 OF 1 PAGE(S)
2.AMENDMENT/MODIFICATION NO. ID05160006 / P O 002	3.EFFECTIVE DATE 04/07/2016	4.REQUISITION/PURCHA SE REQ. NO. A2474139J	5. PROJECT NO. (if applicable)	
6. ISSUED BY GSA Region 05 Cassandra Hannah-Boyd 230 S. Dearborn Street Chicago, IL 60604 United States (312) 886-7499		7. ADMINISTERED BY (If other than Item 6) Cassandra Hannah-Boyd (312) 886-7499		
8.NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Gretchen L McCracken GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR RESTON, VA 20191 United States 703-815-0290		9A. AMENDMENT OF SOLICITATION NO.		
		9B. DATED (SEE ITEM 11)		
		10A. MODIFICATION OF CONTRACT/ORDER NO. GS02F0214X / GSQ0516BM0007 TYPE OF MODIFICATION: E. Amount + Admin Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 03/29/2016 12:00 AM		
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
<p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:</p> <p>(a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>				
12.ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q05FA000.AA20.25.AF151.H08...				
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				

☐ THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

☐ THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☒ **OTHER (Specify type of modification and authority)**

**Incremental Funding**

**E. IMPORTANT:** Contractor IS NOT required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)

ORDER MOD DATED:04/01/2016

Proposal Dated:04/01/2016

Order ID: ID05160006

PERFORMANCE PERIOD FROM:  
12/15/2015

PERFORMANCE PERIOD TO:  
09/07/2016

Desired Delivery Date:

ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
001	Base (corresponding to original Opt 1)	\$4,115,799.50	\$730,851.00	\$4,846,650.50

ID05160006 Foundation Support

The purpose of this modification is to add funding to this task order to supports work required to convert Phase 2 Category Management training to a government wide resource that can be deployed with the government-wide Category Management effort. This is a Firm Fixed Price and Labor Hour contract awarded to Golden Key Group, LLC Schedule GS-02F-0214X. This contract is in Base Year (corresponds to the original Option Period 1) of performance. The period of performance is September 8, 2015 through September 7, 2016. This task is being incremental funding in the amount of \$\$730,851.00.

Contract Value of Base Year (corresponds to option 1)

CLIN 100b Project Manager (FFP): \$218,859.42

CLIN 1002b Labor Tasks (Labor Hour): \$6,946,206.75

CLIN 1003 Travel (reimbursable): \$36,000.00

CLIN 1004 ODC (reimbursable): \$0.00

Total \$7,201,066.17

Funding

CLIN001b at \$218.859.42 of \$218.859.42, unfunded \$0.00 - unchanged

CLIN1002b increased by \$730,851.00 from \$3,896,940.08 to \$4,627,791.08 of \$6,946,206.75, unfunded \$2,318,415.67

CLIN1003 at \$0.00 of \$36,000.00, unfunded \$36,000.00 - unchanged

CLIN1004 N/A

Total Base Period funding increased by \$730,851.00 from \$4,115,799.50 to \$4,846,650.50 of \$7,201,066.17, unfunded \$2,354,415.67

Funding document IX020211 used to incremental fund this task.

The Incremental Funding / Time and Materials / Labor Hours clause (GSA R5 AOD Acquisition Letter 3-2009-01 [revised 07-23-09]) , regarding incremental funding of the Labor Hour or Time & Material portion of this task order, as follows:

## Incremental Funding / Time and Materials/Labor Hours

The project may be incrementally funded. If incremental funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

(End of clause)

There are no other changes to this task order requirement or ceiling costs as a result of this modification action.

All other terms and conditions of this contract shall remain the same.

\*\*\*Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. \*\*\*

### FOR INQUIRIES REGARDING PAYMENT CONTACT:

GSA Finance Customer Support 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DEC REASE
<b>Cost To GSA:</b>	<b>\$4,115,799.50</b>	<b>\$4,846,650.50</b>	<b>\$730,851.00</b>

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER(Type or print)	16A. NAME AND TITLE OF CONTRACTING
--	------------------------------------



		<b>OFFICER (Type or print)</b> Cassandra Hannah-Boyd (312) 886-7499	
<b>15B. CONTRACTOR/OFFEROR</b>  <hr/> (Signature of person authorized to sign)	<b>15C. DATE SIGNED</b>	<b>16B. UNITED STATES OF AMERICA</b> Cassandra Hannah-Boyd  <hr/> (Signature of person authorized to sign)	<b>16C. DATE SIGNED</b> 04/07/2016
NSN 7540-01-152-8070 Previous edition unusable		<b>STANDARD FORM 30 (REV. 10-83)</b> Prescribed by GSA FAR (48 CFR) 53.243	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE 1 OF 1 PAGE(S)
2.AMENDMENT/MODIFICATION NO. ID05160006 / P O 003	3.EFFECTIVE DATE 06/17/2016	4.REQUISITION/PURCHA SE REQ. NO. A2474139J	5. PROJECT NO. (if applicable)	
6. ISSUED BY GSA Region 05 Cassandra Hannah-Boyd 230 S. Dearborn Street Chicago, IL 60604 United States (312) 886-7499		7. ADMINISTERED BY (If other than Item 6) Cassandra Hannah-Boyd (312) 886-7499		
8.NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Gretchen L McCracken GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR RESTON, VA 20191 United States 703-815-0290		9A. AMENDMENT OF SOLICITATION NO.		
		9B. DATED (SEE ITEM 11)		
		10A. MODIFICATION OF CONTRACT/ORDER NO. GS02F0214X / GSQ0516BM0007 TYPE OF MODIFICATION: E. Amount + Admin Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 04/07/2016 12:00 AM		
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  (a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12.ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q05FA000.AA20.25.AF151.H08...				
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				

☐ THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

☐ THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☒ **OTHER (Specify type of modification and authority)**

**Incremental Funding**

**E. IMPORTANT:** Contractor IS NOT required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)

ORDER MOD DATED:06/16/2016

Proposal Dated:06/16/2016

Order ID: ID05160006

PERFORMANCE PERIOD FROM:  
12/15/2015

PERFORMANCE PERIOD TO:  
09/07/2016

Desired Delivery Date:

ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
001	Base (corresponding to original Opt 1)	\$4,846,650.50	\$77,568.00	\$4,924,218.50

Solicitation Reference: ITSS # ID05160006

FSS Contract Name and Number: (if applicable) MOBIS Contract: GS-02F-0214X

Task Order Number: GSQ0516BM0007

Project Title: FASST Foundational Support

Contractor: Golden Key Group, LLC

Contract Type: FFP / LH Hybrid

NAICS Code: 541611 Administrative Management and General Management Consulting Services

Product Service Code: R499 Support-Professional-Other

Inherently Governmental Functions Code: IGF::OT::IGF for Other Functions

Mod: 3 Incremental Funding

The purpose of this modification is to add incremental funding.

## 1. STATEMENT OF WORK CHANGE

Technical Requirement

### Task 2: Provide Organization Support

Add the following labor categories to CLIN0002b requirements.

The C-Level Advisor provides specialty expert in area of expertise that brings uniquely relevant and specialized perspectives that stem from a deep career in an area of critical importance to the matter at hand and possesses an undisputed authoritative perspective.

The Principal Consultant III provides expert in the use of relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, including statistical analysis software packages, instructional system design methodologies, or evaluation methodologies; but is not limited to, experience in facilitation, training, data collection, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development

methods and practices.

The Senior Director provides coaching to agency heads and directors on strategy development, implementation and quality improvement engagements and requires extensive expert level experience, public visibility, and acts in an operationally critical role, having potential significant regulatory or financial impact on the mission of the agency.

## **2. SCHEDULE OF ITEMS AND PRICES**

The Schedule of Items and Prices is updated as follows.

Contract Value of Base Year (corresponds to option 1)

CLIN 100b Project Manager (FFP): \$218,859.42

CLIN 1002b Labor Tasks (Labor Hour): \$6,946,206.75

CLIN 1003 Travel (reimbursable): \$36,000.00

CLIN 1004 ODC (reimbursable): \$0.00

Total \$7,201,066.17

## **3. FUNDING**

The Base Period (corresponding to the original Option Period 1) of this contract is incrementally funded.

CLIN001b unchanged at \$218.859.42 of \$218.859.42, unfunded \$0.00

CLIN1002b increased by \$77,568.00 from \$4,627,791.08 to \$4,705,359.08 of \$6,946,206.75, unfunded \$2,240,847.67

CLIN1003 unchanged at \$0.00 of \$36,000.00, unfunded \$36,000.00

CLIN1004 N/A

Total Base Period funding increased by \$77,568.00 from \$4,846,650.50 to \$4,924,218.50 of \$7,201,066.17, unfunded \$2,276,847.67.

Funding Reference: IX020292

## **4. POINTS OF CONTACT**

GSA Contracting Officers

Primary

Ms. Cassandra Hannah-Boyd

Contracting Officer

U.S. General Services Administration

Federal Acquisition Service, Great Lakes Region

Acquisition Operations Division

230 S. Dearborn, 3800

Chicago, IL 60604

Office Phone: 312-886-7499

Cassandra.hannahboyd@gsa.gov

Alternate

Mr. Eben Greybourne

Supervisory Contracting Officer

U.S. General Services Administration

Federal Acquisition Service, Great Lakes Region

Acquisition Operations Division

230 S. Dearborn Street, Room 3808  
Chicago, IL 60604  
Office Phone: (312) 886-3811  
eben.greybourne@gsa.gov

GSA Project Manager  
Mr. Dedrick L. Moone  
Project Manager  
U.S. General Services Administration  
FAS Systems Transformation (FASST)  
Program Management Office  
1800 F Street NW  
Washington, DC 20405  
Office Phone: 202-253-0887  
E-mail: dedrick.moone@gsa.gov

### **Contractor points of contact**

Primary  
Mr. William Fuller  
Contracts Manager  
Golden Key Group, LLC  
11400 Commerce Park Drive  
Reston, VA 20191  
Phone: 703-815-0290  
wfuller@goldenkeygroup.com

### **5. PERIOD OF PERFORMANCE**

Base Year (corresponds to option 1) September 8, 2015 through September 7, 2016

### **6. CONTRACT TYPE**

The tasks described in this modification use a combination fixed price and labor hour contract type.

### **7. REIMBURSEMENT**

All reimbursable totals represent -Not-to-Exceed- ceiling amounts. The Contractor will be reimbursed at the rates stated in this contract for the number of hours actually performed up to the ceilings. The Contractor is not authorized to carry over un-used hours and dollars from one period of performance to the next.

### **8. MODIFICATION EFFECTIVE DATE**

This modification is effective on the date in Block 3.

### **9. PAYMENT OBLIGATIONS**

The following Incremental Funding / Time and Materials / Labor Hours clause (GSA R5 AOD Acquisition Letter 3-2009-01 [revised 07-23-09]) addresses incremental funding of the Labor Hour or Time & Material portion of this contract / task order.

### **Incremental Funding / Time and Materials/Labor Hours**

The project may be incrementally funded. If incremental funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

(End of clause)

End of Modification Text

\*\*\*Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. \*\*\*

**FOR INQUIRIES REGARDING PAYMENT CONTACT:**

GSA Finance Customer Support 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
<b>Cost To GSA:</b>	<b>\$4,846,650.50</b>	<b>\$4,924,218.50</b>	<b>\$77,568.00</b>

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER(Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Cassandra Hannah-Boyd (312) 886-7499	
15B. CONTRACTOR/OFFEROR	15C. DATE	16B. UNITED STATES OF	16C. DATE

<div></div> <div>(Signature of person authorized to sign)</div>	SIGNED	AMERICA Cassandra Hannah-Boyd	SIGNED 06/17/2016
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE 1 OF 1 PAGE(S)	
2. AMENDMENT/MODIFICATION NO. ID05160006 / A-A 004		3. EFFECTIVE DATE 11/14/2016	4. REQUISITION/PURCHASE REQ. NO. A2474139J	5. PROJECT NO. (if applicable)
6. ISSUED BY GSA Region 05 Cassandra Hannah-Boyd 230 S. Dearborn Street Chicago, IL 60604 United States (312) 886-7499		7. ADMINISTERED BY (If other than Item 6) Eben Greybourne (312) 886-3811		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Gretchen L. McCracken GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR RESTON, VA 20191 United States 703-815-0290		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS02F0214X / GSQ0516BM0007 TYPE OF MODIFICATION: A. Amount Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 06/17/2016 12:00 AM		
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:				
(a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q05FA000.AA20.25.AF151.H08...				
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input checked="" type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input type="checkbox"/> OTHER (Specify type of modification and authority)				
<b>E. IMPORTANT:</b> Contractor IS NOT required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 11/04/2016		Proposal Dated: 11/04/2016		Order ID: ID05160006
PERFORMANCE PERIOD FROM: 12/15/2015		PERFORMANCE PERIOD TO: 09/07/2016		Desired Delivery Date:
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
001	Base (corresponding to original Opt 1)	\$4,924,218.50	\$306,277.05	\$5,230,495.55
Solicitation Reference: ITSS # ID05160006 FSS Contract Name and Number: (if applicable) MOBIS Contract: GS-02F-0214X Task Order Number: GSQ0516BM0007 Project Title: CAP (FASST) Foundational Support Contractor: Golden Key Group, LLC Contract Type: FFP / LH Hybrid NAICS Code: 541611 Administrative Management and General Management Consulting Services Product Service Code: R499 Support-Professional-Other Inherently Governmental Functions Code: IGF::OT::IGF for Other Functions Mod: 4 Incremental Funding				



The purpose of this action is to: Add funding to the Base Year (origin option 1)

# 1. FUNDING

The purpose of this modification action is to add incremental funding in the amount of \$306,277.05 to the task order ID05160006 Base Year (origin option 1).

Revised Base Year (corresponds to option 1) Funding

CLIN1001b unchanged at \$218,859.42 of \$218,859.42, unfunded \$0.00

CLIN1002b increased by \$306,277.05 from \$4,705,359.08 to \$5,011,636.13 of \$6,946,206.75, unfunded \$1,934,570.62

CLIN1003 unchanged at \$0.00 of \$36,000.00, unfunded \$36,000.00

CLIN1004 N/A

Total Base Period funding increased by \$306,277.05 from \$4,924,218.50 to \$5,230,495.55 of \$7,201,066.17, unfunded \$1,970,570.62.

Funding reference: IX020480

End of Modification Text

\*\*\*Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: Invoice Submission Instructions

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. \*\*\*

FOR INQUIRIES REGARDING PAYMENT CONTACT:

GSA Finance Customer Support 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$4,924,218.50	\$5,230,495.55	\$306,277.05

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Eben Greybourne (312) 886-3811	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Eben Greybourne (Signature of person authorized to sign)	16C. DATE SIGNED 11/14/2016
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	



You are signed in as  
Cassandra Hannah-Boyd

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## Form 30

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### AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF 1  
PAGE(S)

2.AMENDMENT/MODIFICATION NO.  
ID16160006 / P O 001

3.EFFECTIVE  
DATE  
09/30/2016

4.REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (if applicable)

6. ISSUED BY  
GSA Region 05  
Cassandra Hannah-Boyd  
230 S. Dearborn Street  
Chicago, IL 60604  
United States  
(312) 886-7499

7. ADMINISTERED BY (If other than Item 6)  
Cassandra Hannah-Boyd (312) 886-7499

8.NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  
Gretchen L McCracken  
GOLDEN KEY GROUP, LLC  
11400 COMMERCE PARK DR  
RESTON, VA 20191  
United States  
703-815-0290

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

GS02F0214X / GSQ1616IA0001

TYPE OF MODIFICATION:

E. Amount Admin Change

CODE

FACILITY CODE

10B. DATED (SEE ITEM 11)  
09/07/2016 12:00 AM

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers  
☐ is extended ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning \_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12.ACCOUNTING AND APPROPRIATION DATA (If required)

285X.Q00DE000.CP10.25.AR372.H08..

CITATION CODE(S) #

47X4534.2016.2016.285X.AF13.00.A0013500.AF370.H02.PS1601, 47X4534 2016. 2016. . 285X. CP10. 00. Q00DE000. AR372. H08.,

47X4534.2016.2016.285X.AF13.00.A0013500.AR373.H02.PS1401

### 13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

☐ THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☐ THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

☐ THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☒ OTHER (Specify type of modification and authority)  
Incremental Funding

**E. IMPORTANT:** Contractor IS NOT required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)

ORDER MOD DATED: 09/29/2016	Proposal Dated: 09/29/2016	Order ID: ID16160006
PERFORMANCE PERIOD FROM: 09/08/2016	PERFORMANCE PERIOD TO: 09/07/2017	Desired Delivery Date:

ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
001	Base (corresponding to original Option 2)	\$2,000,000.00	\$5,465,084.00	\$7,465,084.00

Solicitation Reference: ITSS # ID16160006  
 Task Order Number: GSQ1616A0001  
 Pegasys Number: PR201609280011/QP0021524, PR201609280016/QP0021526  
 Previous R5 Task Order #: ITSS # ID05160006 and GSQ0516BM0007  
 Original Task Order Contract Number(s): GSQ0014AJ0121 (TOS order #32823)  
 Project Title: FASST Foundational Support  
 Contractor: Golden Key Group, LLC  
 FSS Contract Name and Number: MOBIS, GS-02F-0214X  
 Contract Type: FFP /LH Hybrid  
 NAICS Code: 541611 Administrative Management and General Management Consulting Services  
 Product Service Code: R499 Support Professional Other  
 Inherently Governmental Functions Code: IGF::OT::IGF for Other Functions

The purpose of this action is to:

1. Add incremental funding
2. Re-state line item values
3. Incrementally fund this period of performance

#### 1. ACTION

The purpose of this action is to add funding.

#### 2. SCHEDULE OF ITEMS AND PRICES

The Schedule of Items and Prices is updated as follows.

Contract Value of Base Year (corresponds to option 2)  
 8 September 2016 through 7 September 2017  
 2001 Project Management Task 1: FFP, (b) (4) total FFP = \$276,454.00  
 2002 Labor Tasks 2-6: \$7,932,378.00  
 2003 Travel (reimbursable), Ceiling (not to exceed amount) \$36,000.00  
 Note: The travel indirect handling rate = 0%.  
 2004 Other Direct Costs, N/A

TOTAL Base Year CLINS: ----- NTE \$ 8,244,832.00 (corresponding to the original task order Option Period 2.)

#### 3. FUNDING

The Base Period of this task order (original Option 2) is incremental funded in the amount of \$5,465,084.00.

These funds are allocated as follows:

2001 Project Management Task 1: FFP = \$276,454.00 of \$276,454.00, unfunded \$0.00  
 2002 Labor Tasks 2-6: Labor Hours = from \$ 1,723,546.00 to \$7,168,630.00 of \$7,932,378.00, unfunded \$743,748.00  
 2003 Travel (reimbursable) = \$0.00 of \$36,000.00, unfunded \$36,000.00  
 2004 Other Direct Costs, N/A

Funding total = \$7,465,084.00 of \$8,244,832.00, unfunded \$779,748.00

Total Base Period funding increased by \$5,465,084.00 from \$1,723,546.00 to \$7,465,084.00 of \$8,244,832.00, unfunded \$779,748.00.

Funding document

PR201609280011-QP0021524 Govt Wide PMO Category Management to incremental funded this task.

PR201609280016-QP0021526 FAS PMO Category Management to incremental funded this task.

Incremental Funding / Time and Materials/Labor Hours

The project may be incrementally funded. If incrementally funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated

amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

(End of clause)

End of Modification Text

\*\*\*Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: Invoice Submission Instructions

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. \*\*\*

FOR INQUIRIES REGARDING PAYMENT CONTACT:  
GSA Finance Customer Support 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$2,000,000.00	\$7,465,084.00	\$5,465,084.00
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Cassandra Hannah-Boyd (312) 886-7499	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Cassandra Hannah-Boyd  (Signature of person authorized to sign)	16C. DATE SIGNED 09/30/2016
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 33.243	

### ▼ Additional Information

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To Client:	\$2,000,000.00	\$7,465,084.00	\$5,465,084.00
Fee Amount	\$0.00	\$0.00	\$0.00
Cost To GSA:	\$2,000,000.00	\$7,465,084.00	\$5,465,084.00
DUNS # 111187295			

Dates for Mod - 001	
	<b>Prior Mod 000 Period of Performance</b>
From:	09/08/2016 To: 09/07/2017
	<b>Vendor Invoiced For Period Of Performance</b>
From:	To:
	<b>New Period of Performance</b>
From:	09/08/2016 To: 09/07/2017
Date:	<b>Desired Delivery Date:</b>

### ▶ Edit History

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Privacy Statement

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE 1 OF 1 PAGE(S)	
2. AMENDMENT/MODIFICATION NO. ID16160006 / P O 002		3. EFFECTIVE DATE 11/08/2016	4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (if applicable)	
6. ISSUED BY GSA Region 05 Cassandra Hannah-Boyd 230 S. Dearborn Street Chicago, IL 60604 United States (312) 886-7499		7. ADMINISTERED BY (If other than Item 6) Cassandra Hannah-Boyd (312) 886-7499		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Gretchen L McCracken GOLDEN KEY GROUP, LLC 11400 COMMERCE PARK DR RESTON, VA 20191 United States 703-815-0290		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS02F0214X / GSQ1616IA0001 TYPE OF MODIFICATION: A. Amount Change		
CODE	FACILITY CODE		10B. DATED (SEE ITEM 11) 09/30/2016 12:00 AM	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:				
(a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285X.Q00DE000.CP10.25.AR372.H08... CITATION CODE(S) # 47X4534.2016.2016..285X.CP10.00.Q00DE000.AR372.H08..47X4534.2016.2016.285X.AF13.00.A0013500.AR373.H02.PS1401, 47X4534.2016.2016.285X.AF13.00.A0013500.AF370.H02.PS1601				
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) De-obligate funds				
<b>E. IMPORTANT:</b> Contractor IS NOT required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 11/04/2016		Proposal Dated: 11/04/2016		Order ID: ID16160006
PERFORMANCE PERIOD FROM: 09/08/2016		PERFORMANCE PERIOD TO: 09/07/2017		Desired Delivery Date:
<b>ITEM NO</b>	<b>TASK ITEM DESCRIPTION</b>	<b>PREVIOUS MOD AMOUNT</b>	<b>MOD CHANGE AMOUNT</b>	<b>NEW MOD AMOUNT</b>
001	Base (corresponding to original Option 2)	\$7,465,084.00	-\$306,277.05	\$7,158,806.95
Solicitation Reference: ITSS # ID16160006 Task Order Number: GSQ1616IA0001 Pegasys Number: PR201609280011/QP0021524, PR201609280016/QP0021526 Previous R5 Task Order #: ITSS # ID05160006 and GSQ0516BM0007 Original Task Order Contract Number(s): GSQ0014AJ0121 (TOS order #32823) Project Title: FASST Foundational Support Contractor: Golden Key Group, LLC				

FSS Contract Name and Number: MOBIS, GS-02F-0214X  
 Contract Type: FFP /LH Hybrid  
 NAICS Code: 541611 Administrative Management and General Management Consulting Services  
 Product Service Code: R499 Support Professional Other  
 Inherently Governmental Functions Code: IGF::OT::IGF for Other Functions

The purpose of this action is to:

1. De-obligate Base Year (origin option 2) funding from ID16160006
2. Add the de-obligated funding to Base Year (origin option 1) funding to ID05160006
2. Re-state line item values

#### 1. ACTION

The purpose of this modification action is to de-obligate task order ID16160006 Base Year (origin option 2) funding in the amount of \$306,277.05 and add it to task order ID05160006 Base Year (origin option 1).

#### 2. SCHEDULE OF ITEMS AND PRICES

The Schedule of Items and Prices is updated as follows.

Contract Value of Base Year (corresponds to option 2)  
 8 September 2016 through 7 September 2017  
 2001 Project Management Task 1: FFP, 12 months, unit price [REDACTED] per month, Total FFP = \$276,454.00  
 2002 Labor Tasks 2-6: not to exceed ceiling [REDACTED] labor hours, \$7,932,378.00  
 2003 Travel (reimbursable), Ceiling (not to exceed amount) \$ 36,000.00  
 Note: The travel indirect handling rate = 0%.  
 2004 Other Direct Costs, N/A

TOTAL Base Year CLINS: ----- NTE \$ 8,244,832.00 (corresponding to the original task order Option Period 2.)

#### 3. FUNDING

Change From:  
 ID16160006/PR201609280011/QP0021524  
 Base Year (corresponds to option 2) Funding  
 2001 Project Management Task 1: FFP = \$276,454.00 of \$276,454.00, unfunded \$0.00  
 2002 Labor Tasks 2-6: Labor Hours = from \$ 1,723,546.00 to \$7,188,630.00 of \$7,932,378.00, unfunded \$743,748.00  
 2003 Travel (reimbursable) = \$0.00 of \$36,000.00, unfunded \$36,000.00  
 2004 Other Direct Costs, N/A  
 Funding total = \$7,465,084.00 of \$8,244,832.00, unfunded \$779,748.00  
 Total Base Period funding increased by \$5,465,084.00 from \$1,723,546.00 to \$7,465,084.00 of \$8,244,832.00, unfunded \$779,748.00.

Change to:  
 Revised Base Year (corresponds to option 2) Funding  
 2001 Project Management Task 1: FFP = \$276,454.00 of \$276,454.00, unfunded \$0.00  
 2002 Labor Tasks 2-6: Labor Hours = decreased by \$306,277.05 from \$ 7,188,630.00 to \$6,882,352.95 of \$7,932,378.00, unfunded \$1,050,025.05  
 2003 Travel (reimbursable) = \$0.00 of \$36,000.00, unfunded \$36,000.00  
 2004 Other Direct Costs, N/A  
 Funding total = \$7,158,806.95 of \$8,244,832.00, unfunded \$1,086,025.05

Total Base Period funding will decrease by \$306,277.05 from \$7,465,084.00 to \$7,158,806.95 of \$8,244,832.00, unfunded 1,086,025.05.

#### Incremental Funding / Time and Materials/Labor Hours

The project may be incrementally funded. If incremental funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

(End of clause)  
 End of Modification Text

\*\*\*Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the

<p>contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: Invoice Submission Instructions</p> <p>Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<a href="https://portal.fas.gsa.gov">https://portal.fas.gsa.gov</a>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).</p> <p>For additional assistance contact the ASSIST Helpdesk at 877-472-4877. ***</p> <p>FOR INQUIRIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support 816-926-7287</p>			
	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	<b>\$7,465,084.00</b>	<b>\$7,158,806.95</b>	<b>(\$306,277.05)</b>
<p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>			
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Cassandra Hannah-Boyd (312) 886-7499	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Cassandra Hannah-Boyd	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of person authorized to sign)	11/08/2016
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	